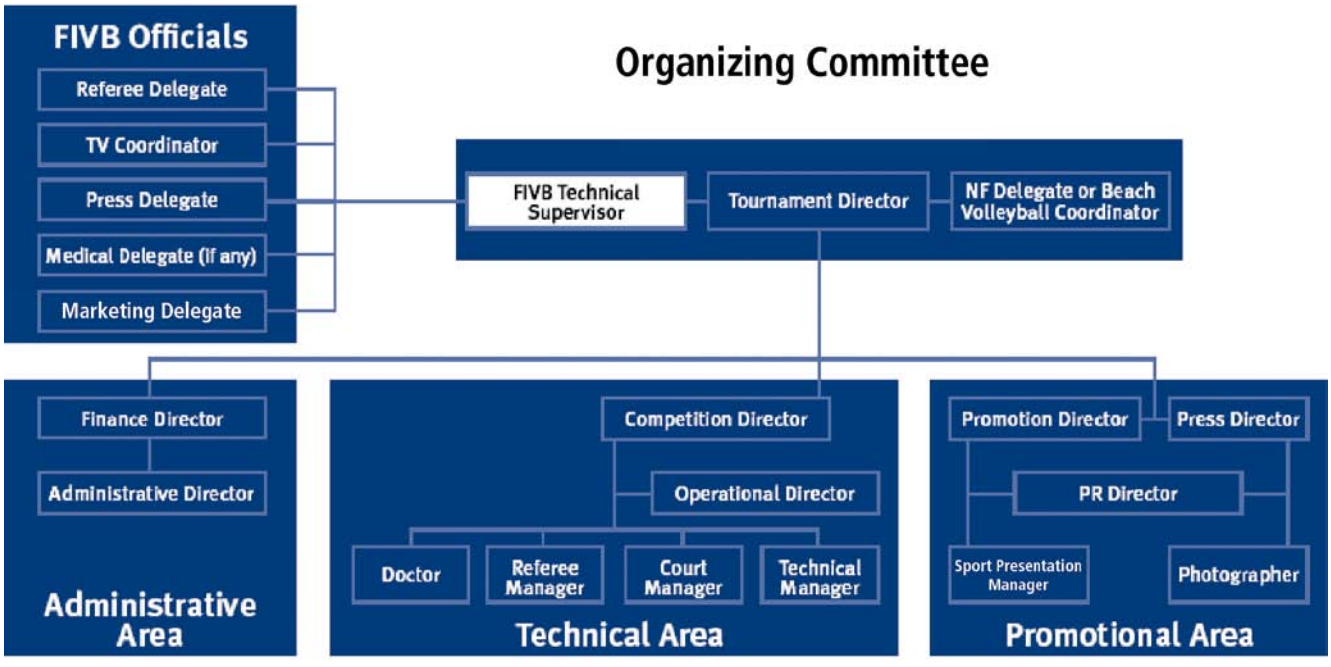
3 Technical Organization



3.1 Organizational Chart

The Organizational Chart is the framework for all operations. Organizers must establish an Organizational Chart comprising the different people performing specific duties, as described in this chapter. This Chart ensures the successful running of the competition and is designed to be consistent for all major FIVB events such as FIVB Beach Volleyball Senior World Championships, FIVB Beach Volleyball World Tour Grand Slam and FIVB Beach Volleyball Open events. The form BVB/05 must be submitted by all Organizers to the FIVB Beach Volleyball Department for approval 120 days before the start of the event. The FIVB Beach Volleyball Department must immediately be notified of any changes.

The Tournament Director or promoter must be working full time at least one year before the event. The other Directors (Finance, Administrative, Competition, Operational, Promotion, PR, etc.) should be working for the organization and promotion of the event at 120 days before the start of the tournament or in the case of the Media Operations Director, 90 days before the start. Directors cannot have more than one responsibility, with the exception of the Tournament Director. All Managers in the Technical Area work under the coordination of the Competition Director. For the FIVB Beach Volleyball Senior World Championships, it may be required to set up an organizing chart featuring at least all Directors upon signature of the FIVB-NF/Promoter agreement.

Each promoter must appoint a person who speaks fluent English responsible for the resolution of any issues related to the master plan, starting from the end of October of the year preceding the event onwards.

The promoter should nominate a local media operations director for each FIVB Beach Volleyball World Tour Grand Slam and FIVB Beach Volleyball Open event by February 1st of the year of the event.

Each promoter should also appoint at least six months before his/her event a person (or agency) that will ensure the proper implementation of the marketing regulations laid out in the FIVB/National Federation (NF)-Promoter agreement.

The FIVB will provide a copy of the Handbook to the National Federation Delegate and all Directors. The Directors should provide each Manager with the chapter(s) of the Handbook related to their specific duties.

At the beginning of the season, the FIVB Beach Volleyball Department appoints Technical Supervisors, Referee Delegates, Media Operations Delegates, TV Coordinators, Photographers (if requested), Medical Delegates (if any), Marketing Delegate (if any) as well as a Highlights Producer and an English TV Commentator for each FIVB Beach Volleyball event.

In order to optimize communication between Organizers and participants, the composition of the Organizing Committee (including the names of the Directors and Managers) should be included in the event's regulations twenty one (21) days before the start of the event for the FIVB Beach Volleyball World Tour Grand Slam and FIVB Beach Volleyball Open and one (1) month before the start of the event for the FIVB Beach Volleyball Senior World Championships.

After each event, the Promoter, the National Federation representative, the Technical Supervisor and the Referee Delegate are required to arrange a meeting to discuss the contents of the event's final reports and resolve any possible discrepancies. The Technical Supervisor and Referee Delegates final reports and any other written communication must be signed by the National Federation and the Promoter and must be sent by the FIVB delegates concerned to the FIVB within seven days of the end of the event concerned. The Media Operations Delegate, TV Coordinator, the Medical Delegate (if any) and Marketing Delegate (if any) must also send final reports (but not signed by the National Federation or the Promoter) to the FIVB within seven days of the end of the event. It is the responsibility of all delegates to send the final reports on time.

A short report should be sent by each Technical Supervisor and Referee Delegate (copying the FIVB Beach Volleyball Department) to the Officials appointed in the same area for the next event in the calendar with the aim of fixing any eventual problems occurring during the season.

It is forbidden for FIVB Officials (e.g. Delegates, referees, etc.) to be accompanied by family and/or friends when officiating at an FIVB event.

Upon the request of the Organizers, the FIVB may suggest a list of experienced personnel to fill some of positions enlisted in the organizing chart in order to optimize the budget, maximize resources and exposures. The conditions must be negotiated directly with the persons concerned.

A. Organizing Committee

The Organizing Committee is composed of the FIVB Technical Supervisor, the Tournament Director and the National Federation Delegate or Beach Volleyball Coordinator. The FIVB Referee Delegate, FIVB Media Operations Delegate, FIVB TV Coordinator, FIVB Medical Delegate (if any), or other FIVB representative(s) (if any), will advise the Organizing Committee on matters related to their area of responsibility and may be requested to attend meetings if deemed necessary by the FIVB Technical Supervisor. Upon the request of the FIVB Technical Supervisor or the Tournament Director and if deemed necessary, the Organizing Committee may gather for meetings to discuss matters relating to the smooth running of the event's operations and to solve any eventual contingencies. The Organizing Committee analyses any critical situations and reports on any problems (e.g. sanctions to athletes, suspension of the event due to cases of "force majeure", etc.) to the FIVB Beach Volleyball Events Director. The Organizing Committee submits any critical decisions to the FIVB for its approval whenever possible. If communication between the Organizing Committee and the FIVB is not possible, the FIVB Technical Supervisor is entitled to make the final decision.

Mr. Ruedi Kunz, Tournament Director and Promoter, Dirk Decher, Technical Supervisor and José Casanova, Referee Delegate at the Technical Meeting in Gstaad

Geoffrey Rowe, Tournament Director and Promoter of the FIVB Beach Volleyball Open in Thailand

1. Tournament Director (Promoter)

- Completes and sends the candidature file to the FIVB in due time;
- Signs the FIVB-NF/Promoter Agreement (incl. the appendices), undertakes all Promoter responsibilities and fulfills all Handbook requirements;
- Sets up an organizing chart in accordance with the FIVB requirements;
- Carries out the general coordination of all members of the Organizational Chart;
- Smoothly implements the marketing regulations related to the Promoter and respects the terms of the FIVB-Sponsors agreement (e.g. production and placement of the FIVB Sponsors material, correct implementation of the visual, titles, etc);
- Establishes a financial plan and ensures that it is respected;
- Undersigns an agreement with the hosting city/region authorities, sponsors, suppliers, etc., in order to raise the necessary revenues to fund the event;
- Ensures the payment of the entry fee, license fee, board and lodging, local transportation, etc., in due time as per the agreement and event's on-line checklists;
- Consults with the FIVB and the National Federation Delegate for all critical matters related to the event;
- Ensures the implementation of the venue plan in accordance with the FIVB requirements;
- Produces a hard copy tool for all FIVB athletes featuring relevant information about the event;
- Coordinates with the FIVB and the FIVB official suppliers the shipment for delivery of the uniforms, net system, balls, etc.
- Prepares the inspection visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
- Organizes and attends the Preliminary Inquiry and the Technical Meeting in coordination with the members of the Organizational Chart;
- Supervises and attends Public Relations, entertainment and promotional activities and checks the content and layout of all promotional material;
- Prepares the progress and final reports, fills in official forms and sends them to the FIVB;
- Ensures that the Host Broadcaster letter of Agreement (Appendix E) is sent to the FIVB by March 15, 2013 duly signed;
- Makes sure that the duties included in the Host TV Broadcaster Letter of Agreement are fulfilled and that the FIVB TV Coordinator is provided with video tapes immediately after each recorded match;
- Maintains efficient communication with all parties involved in the organization and promotion of the event;
- Promotes the attendance of celebrities and implements VIP programs;
- Prepares a final media report including the media value achieved by the event;
- Sends to the FIVB proposals related to the Promoter's responsibilities to be discussed during the Beach Volleyball Commission and FIVB Beach Volleyball World Tour Council for Grand Slam and World Championships or FIVB Beach Volleyball Council for Open events;
- Attends the FIVB Beach Volleyball World Tour Council for Grand Slam and World Championships or the FIVB Beach Volleyball Council for Open Events.

2. National Federation Delegate or Beach Volleyball Coordinator

- Is appointed by the National Federation;
- Follows up on the NF/Promoter tasks listed in the FIVB/NF – Promoter agreement (incl. appendices), fulfills the terms of the Master Plan and informs the parties concerned if a topic has not been dealt with in due time;
- Assists the promoter and the FIVB with the appointment of a Competition Director having experience in running Beach Volleyball events;
- Proposes the list of host NF referees for FIVB assignment, and selects the auxiliary officials (scorers and line judges) and court personnel (scoreboard operators, ball retrievers, sand levelers, athletes' attendants, etc.);
- Collaborates with the Tournament Director on the promotion of the event through its Press Department;
- Nominates a Referee Manager responsible for coordinating the competition duties and submits the respective name and coordinates to the FIVB Referee Commission member concerned sixty (60) days prior to the start of the Tournament together with the names of the ball-checker and the auxiliary officials;
- Organizes with the Tournament Director the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any), clinics and meetings and is available to attend them;
- Prepares the invitation letter and event's regulations for FIVB approval (to be sent to the FIVB -30 days prior to the event) and once approved sends them to the participating National Federations, officials and agencies concerned (-21 days prior to the start of the event and -30 days prior to the start of the event for the FIVB Beach Volleyball World Championships);
- Provides the necessary assistance to the National Federations for the issue of visas for the participating athletes and officials;
- Participates in the press conferences organized before and during the event;
- Consults the FIVB and the Tournament Director about all critical matters related to the event;
- Sends proposals to the FIVB National Federation's representative and other parties to be discussed during the Beach Volleyball Commission and FIVB Beach Volleyball World Tour Council for Grand Slam and World Championships or FIVB Beach Volleyball Council for Open Events;
- Implements National team programs and a National Beach Volleyball Tour with the aim of better promoting Beach Volleyball at national level. The hosting NF is required to homologate the National Tour by sending the necessary form to the FIVB;
- Secures the presence of a national anti-doping agency whenever required by the FIVB and ensures all related correspondence remains confidential.

Awarding Ceremony at the 2012 FIVB SWATCH World Tour Mazury Orlen Grand Slam

B. Administrative Area

1. Finance Director

– Is placed under the authority of the Tournament Director;
– Assists the Tournament Director in realizing a successful financial plan (expenses and income);
– Follows up on the accounting matters included in the Master Plan and makes sure that all payments for the FIVB are made within the given deadlines;
– Provides the athletes on site with the necessary documentation for any eventual taxes to be deducted from the Prize Money whenever agreed with the FIVB.
– Verifies that the cash flow of money is coherent with the financial commitment of the Organizers to smoothly run the event;
– Is responsible for all payments such as those related to organizational staff members, FIVB Officials (if applicable), and referees' fees/per diem, hotels, venue, etc.;
– Makes sure that all taxes are paid in due time and a declaration letter is provided to athletes, for taxation purposes whenever local taxes are to be deducted from the Prize Money;
– Secures the necessary approval from the FIVB Sponsors for the production of the necessary materials and issues the related invoices;
– Other duties as required by the Tournament Director.

2. Administrative Director

– Is placed under the authority of the Finance Director;
– Organizes the event's secretariat;
– Manages the general correspondence and communication with NFs, FIVB Officials, referees and teams;
– Coordinates the organization of the inspection visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
– Manages the Preliminary Inquiry and the Technical Meeting and is available to attend them;
– Is responsible for the international transportation of all FIVB Officials and, if needed, coordinates transport with Promoters of events scheduled before and/or after the event;
– Coordinates and organizes the local transportation (arrival and departure);
– Is responsible for organizing accommodation for the FIVB Officials, referees, teams and others and ensures that all referees are accommodated in the same hotel;
– Organizes the distribution of publications, promotional material, bulletins and the flow of information;
– Checks that all documents and printed material are available and;
– Ensures that the photocopy center is operational,
– Other duties as required by the Tournament Director.

C. Technical Area

1. Competition Director

– Is the highest authority at the venue under the FIVB Technical Supervisor and the Tournament Director;
– Prepares and attends the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
– Recruits and appoints the Technical Area Managers and volunteers;
– Coordinates the activities related to the Technical Area of the members of the Organizational Chart;
– Coordinates with the Operational Director the installation (and dismantling) of the competition facilities and equipment;
– Prepares the event's regulations in collaboration with the Hosting National Federation;
– Organizes the Preliminary Inquiry and the Technical Meeting;
– Creates the competition program to satisfy the needs of on site spectators, Host Broadcasters, etc., for the FIVB Technical Supervisor's approval;
– Coordinates the court personnel's duties;
– Ensures that the courts are set up in accordance with FIVB requirements;
– Assigns courts in agreement with the Tournament Director, the FIVB Technical Supervisor, and the TV Coordinator;
– Coordinates with the Press Director and the Administrative Director the preparation and distribution of the Daily Bulletin;
– Gives instructions for the proper update of the competition brackets billboards;
– Works with the Medical Director, Referee Manager, Court Manager and Technical Manager to ensure the smooth running of the event;
– Other duties as required by the Tournament Director.

2. Operational Director

– Is placed under the authority of the Competition Director;
– Decides the location and orientation of the courts in accordance with the stadium and facilities requirements;
– Liaises with Hutcheson Sand and Mixes to choose the sand in accordance with FIVB requirements (sand to be approved by July 31st of year preceding the event);
– Prepares the stadium and facilities layout (including all operational areas and working rooms);
– Supervises the construction of the venue (and its dismantling after the competition);
– Ensures the FIVB Sponsors materials are properly set up and dismantled (e.g. scoreboards, inflatable(s), POS, etc.);
– Prepares and attends the Inspection Visit of the TV Coordinator and the FIVB Technical Supervisor (if any);
– Sets up the TV and press facilities;
– Organizes the security and access controls;
– Supervises the operation of medical services in collaboration with the Medical Director and the FIVB Medical Delegate (if any);
– Supervises the set up (and dismantling) of the court equipment on all courts (along with two staff members working exclusively for the scoreboards supplier (if any));
– Other duties as required by the Tournament Director.

3. Medical Director

– Is placed under the authority of the Competition Director;
– Works in collaboration with the FIVB Medical Delegate in order to provide the athletes and Officials with the necessary onsite assistance, as well as 24-hour assistance at the athletes' and Officials' hotels;

Line judges meeting before the start of an event

– Checks the nutritional aspects of the food and beverages on site and at the hotel, as well as environmental conditions, such as the levels of sun exposure, the hydration level and safety of athletes, Officials, volunteers, spectators, etc.;
– Supervises the medical injury time-outs and match forfeits due to injury, in accordance with the Medical Injury Protocol and the Competition Regulations, Chapter 11, point E. as specified in this Handbook.
– Coordinates the medical and physiotherapy services for athletes;
– Coordinates the first aid assistance for spectators and staff;
– Ensures that the medical staff is available at the venue from at least one hour before the start of play until the end of play to assist athletes, staff, spectators, etc.;
– Supplies the addresses of the closest hospital(s) and verifies that these hospitals are available to provide emergency specialist care in all relevant medical areas;
– Verifies that an ambulance and equipment for advanced cardiopulmonary resuscitation (including defibrillator) are always available at the venue;
– Verifies that equipment and qualified personnel are always available at the venue;
– Is responsible for keeping accurate medical records of all assessments and treatment provided by medical staff during the event, in accordance with national medical regulations;
– Assists the FIVB Medical Delegate and national anti-doping organization in preparing anti-doping controls, including the preparation of the Doping Test section;
– Assists the relevant FIVB Official in running the alcohol test for referees and auxiliary officials, when requested.
– The Medical Director must be a physician certified in sports medicine. His/her CV and contact information must be received by the FIVB 2 months before the event for approval by the President of FIVB Medical Commission.
– Confirm the availability of appropriate space to allow for referee medical controls. This room must be equipped with a calibrated weight scale, height rod, Snellen vision chart and blood pressure monitor. The referee examinations must be conducted by a physician hired by the Organizers who is licensed to practice medicine in the organizing country and according to the FIVB Medical Regulations. Results should be recorded on the M-6 form;
– Other duties as required by the Tournament Director.

4. Referee Manager

– Is under the authority of the Competition Director;
– Instructs and trains local referees, auxiliary officials (scorers and line judges) and court personnel;
– Acts as a liaison between the Competition Director and the FIVB Referee Delegate;
– Is responsible for the organization of the referee clinics to be held if possible at the referees' hotel (the room must be equipped with video Microsoft Power Point Projector and screen plus a white board with markers), as well as for ensuring all line judges and scorers attend the mandatory referee clinic;
– Is responsible for the organization of the extra referee clinic for Host NF referees (if applicable) and the extra clinic for auxiliary officials and key court personnel (if applicable);
– Is responsible for the daily referees' meetings under the supervision of the FIVB Referee Delegate;
– Coordinates with the FIVB Referee Delegate all referee matters such as the assignment of referees, line judges, scorers, etc.;
– Ensures that court personnel are available at the venue in due time.

The Referee Manager may have one/several assistant(s) to:
– Prepare the referee clinic(s) and the daily referee meetings;
– Circulate the referee documents and material (Official Beach Volleyball Rules, Referee Guidelines and Instructions, timetables, score sheets, referee forms, daily referees' and auxiliary officials' assignments, etc.);
– Assign and train the auxiliary officials (recruitment and training of the line judges, and scorers);
– Select and train the court personnel (recruitment and training of the ball retrievers, sand levelers, scoreboard operators, on-court athletes' attendants, etc.).

5. Court Manager

The Court Manager is under the authority of the Competition Director and coordinates all activities in connection with the playing area.

He/she is responsible for the "ball checker", who must be available on site from the arrival of the FIVB Technical Supervisor until the end of the tournament. The "ball checker" works in close coordination with the FIVB Technical Supervisor and the FIVB Referee Delegate, and is responsible for handling the Mikasa balls throughout the entire tournament, including the inflation of the balls at the start of the event, the inspection and homologation of the balls, the daily monitoring processes and the overnight storage of the balls.

The Court Manager must have one assistant for each court (including warm-up court) to:
– Set up the courts and ensure the operation and maintenance (sound system, seats, panels, scoreboards, etc.);
– Verify the status of the sand and apply the necessary measures to improve it;
– Verify the protocols related to areas such as marshalling, security and access control, couriers, supply of water and towels, locker rooms, working areas, VIP section and stands, awarding ceremony, etc.;
– Check the equipment and supplies (availability of poles, nets, reserve balls, pads and other sports material);
– Check the status of the branding around the courts in line with the FIVB Marketing checklist;
– Resolve any contingency issues occurring on the competition courts.

6. Technical Manager

– Is under the authority of the Competition Director;
– Coordinates the IT activities with the Administrative Director.

PR Media activity for the FIVB Heroes taking place in Moscow

The Technical Manager must have one/several assistant(s) to:
- Ensure that the necessary hardware is available at the venue to run the BVIS;
- Ensure the timely recording of the competition data (BVIS);
- Guarantee the distribution of the Daily Bulletin (on site, at the lobby of the hotel(s) ensuring that the competition schedule is handed out no later than one hour after the last match of the day and by fax) in accordance with the local distribution list;
- Verify the timely update of the overall event information (e.g. pictures, press releases, results, etc.) on the FIVB website (www.fivb.org/EN/BeachVolleyball) under the authority of the FIVB Technical Supervisor.

D. Promotional Area

1. Promotion Director
- Is placed under the authority of the Tournament Director;
- Collaborates with the Tournament Director, Media Operations Director and PR Director to prepare a detailed and effective marketing plan, including promotion, press, social media engagement and PR actions to be submitted to the FIVB for approval at least four (4) months before the start of the event;
- Handles all activities related to advertising space in the media;
- Contacts radio and television stations for all promotion;
- Is responsible for the production and distribution of the official program, poster, brochures, media kits, etc. in collaboration with the Administrative and Media Operations Directors;
- Runs a campaign for the promotion of pre-sale of tickets (if applicable);
- Coordinates the production of the event at the venue in collaboration with the Announcer.

2. Media Operations Director
- Is under the authority of the Tournament Director;
- Works with the FIVB Media Operations Delegate during the event;
- Collaborates with the Tournament Director, Promotion Director and PR Director to prepare a detailed and effective marketing plan, including promotion, press, social media engagement and PR activities, to be submitted at least four (4) months before the start of the event to the FIVB for its approval;
- Prepares and communicates information about the event to the local and national written and online press, TV broadcasters, radio stations, etc., and the FIVB Press Department;
- Collects all information on local athletes and prepares biography info to be sent to the media and the FIVB Press Department, collects other information on athletes (biographies, pictures, etc.) from the FIVB Press Department and on-site from the FIVB Media Operations Delegate;
- Provides the FIVB Press Department at least four months before the tournament begins with tournament information detailing key venue info, history of the tournament and other information unique to the tournament to build up momentum prior to the event;
- Collaborates with the Promotion Director on the content of the official program and sends it to the FIVB Press Department for approval;
- Ensures that the media centre is set up and fully equipped in accordance with FIVB requirements;
- Organizes press conferences in accordance with the press and marketing regulations and prepares the media kits, a copy of which must be sent to the FIVB Press Department for approval before printing;
- Invites local and foreign journalists to the press conferences and the event itself and organizes their accreditations;
- Writes press releases (making sure that the title of the competition is clearly featured) in the local language for local press and partners (and in English whenever requested by the Media Operations Delegate and/or FIVB Press Department);
- Coordinates the work of volunteers to ensure a smooth and efficient press operational plan is implemented providing all round good service to media onsite (taking into consideration the points above and below) and the Media Operations Delegate, who is responsible for the provision of content and information to international media.
- Ensures that the Daily Bulletin and press releases are sent to local media (via e-mail) as per a distribution list prepared previously;
- Provides daily information, notes, flash quotes from the mixed zone and results to the FIVB Media Operations Delegate (in the requested/appropriate format) to allow him/her to write press releases to be sent to the international media list and uploaded to the FIVB website. This information should also be readily available for media on site;
- Coordinates interviews with the athletes and VIPs attending the event;
- Coordinates the work of the local event photographer(s) to ensure that high-quality pictures are circulated to the media and uploaded to the FIVB website;
- Ensures that results are constantly updated in the media centre;
- Collects local and national press cuttings from written and online press, finalizes the media report and sends them either on a DVD or USB key to the FIVB Press Department.

3. PR Director
- Is placed under the authority of the Promotion and Media Operations Directors;
- Collaborates with the Tournament Director, Promotion Director and Media Operations Director to prepare a detailed and effective marketing plan, including promotion, press, social media engagement and PR actions to be submitted to the FIVB for approval at least four (4) months before the start of the events;
- Organizes a program of side events as well as ensures the reception and local transportation of VIPs;
- Invites VIPs (sponsors, local authorities, celebrities, etc.) to the press conferences and to the venue;
- Checks the arrangements for VIPs in terms of accommodation, receptions, meals, etc.;
- Welcomes the VIP guests and journalists upon their arrival and accompanies them before their departure;
- Verifies that the international protocol is respected;
- Supervises the tasks of the translators;
- Prepares and attends the rehearsal of the awarding ceremony.

4. Sport Presentation Manager
- Is placed under the authority of the Promotion Director and works on the event's sport presentation program;
- Coordinates all personnel involved in this area such as the announcers, DJs, dancers, mascots, etc;
- Collects general information about the competition and the athletes from the Press Director;
- Is responsible for entertaining the spectators in accordance with the Sport Presentation program (chapter 7);
- Coordinates any entertainment activities at the venue especially on the centre court, with the aim of creating an enjoyable environment for the spectators;
- Creates editorial content to be used by the announcers.

5. Local Event Photographer(s)
- Is under the authority of the Media Operations Director;
- Complies with the rules applicable for photographers and signs the FIVB Photographer Agreement (BVB/07) 30 days prior to the start of the event;
- Provides pictures for the FIVB website (whenever needed) as requested on the BVB/20 form to satisfy the FIVB, sponsors, media, host city, and Promoter's needs;
- The Promoters must hire experienced beach volleyball photographers. Contact details of professional photographers can be provided upon request by the FIVB Press Department (press@fivb.org).

6. Photo Marshall

– Is under the authority of the Media Operations Director;
– Is responsible for the movement on site of all photographers and for ensuring that only accredited photographers are in the designated photographer areas;
– Oversees the presence of photographers on and around the centre court;
– Ensures TV cameras and photographers do not get in each other's way and/or shot;
– Attends to any problems photographers might encounter;
– Supervises the movement of photographers during the awarding ceremony;
– Assists the local Event Photographer and/or Official Photographer with the upload of photos to the FIVB website if needed.

E. FIVB Officials

1. FIVB Technical Supervisor

– Is appointed by the FIVB and is the highest authority on site for the FIVB Beach Volleyball World Tour Grand Slam, FIVB Beach Volleyball Open events and the FIVB SWATCH World Championships;
– Follows up on the preparation of the event in collaboration with the FIVB Beach Volleyball Department, using the event's final reports from the previous season (if any), the Handbook, the Master Plan, the official forms, the event's regulations, the technical checklist, all relevant correspondence exchanged between the FIVB and the Organizers, and so on;
– Checks together with the FIVB Beach Volleyball Department that the Master Plan deadlines are met using the Master Plan and Marketing checklist;
– Collects from the FIVB before the event all relevant information, such as any amendments to be made, etc.;
– Checks the fulfillment of the FIVB Regulations as per the terms of the FIVB/NF-Promoter agreement (incl. appendices) and as per the Handbook;
– Inspects and checks the venue and all facilities to be used for the event;
– Checks the onsite security plan;
– Checks international travel arrangements made by the Promoter for all FIVB Officials.
– Verifies that the FIVB Officials' uniforms are correctly distributed, are correctly displayed, that branding is according to the guidelines and that the Mikasa balls and brandings are used correctly. All of the above must be in accordance with the Marketing Regulations included in this Handbook and in the Branding Kit;
– Carries out the yearly inspection visit whenever requested by the FIVB (approximately 2/3 months before the start of the event);
– Coordinates with the FIVB Referee Delegate on all activities related to the referees, court personnel, volunteers, etc.;
– Implements all necessary security measures to protect the integrity of the spectators, athletes, Officials, media representatives, sponsors, etc.;
– Obtains from the local authorities the necessary enforcement of a professional security staff (e.g. police, army, etc.) to protect the venue, surrounding areas and hotel(s) from terrorist attacks;
– Coordinates with the TV Coordinator on any broadcasting matters or acts as TV Coordinator whenever requested by the FIVB;
– Coordinates with the FIVB Beach Volleyball Media Operations Delegate to ensure the smooth running of the local and International press operations;
– Collaborates with the FIVB Medical Delegate (if any) on medical issues and doping controls whenever carried out;
– Collaborates with the FIVB Photographer whenever requested;
– Ensures that the FIVB Highlights Producer receives the necessary assistance from the Organizers, Host Broadcasters, athletes, Officials, etc., in order to collect crucial information to produce the Highlight programs;
– Checks the fulfillment of the Promoters' financial obligations on site;
– Checks the correct implementation of the Media Plan;
– Ensures that the marketing of the event is in accordance with the FIVB requirements and whenever the Marketing Delegate is appointed collaborate with him/her to implement the branding kit and branding guidelines. The Marketing Delegate provides constant report on the status of the branding implementation.
– Ensures the implementation of sponsor servicing and FIVB Heroes campaign.
– Immediately reports to the FIVB upon his/her arrival in the host city about the status of the preparation of an event;

Chinese athlete Xi Zhang and Ed Drakich, the FIVB Technical Supervisor

– Conducts the Preliminary Inquiry and Technical Meeting; reminding athletes to submit the NF-Athlete's Commitment, BVB/10 form (health certificate), clearing any outstanding fines and updating accurately the BVIS system with all bank details (address, account, etc.), biographies, etc.;
– Ensures the smooth running and operation of the event in cooperation with all the members of the Organizational Chart, the FIVB Officials, the referees, the court personnel, the volunteers, etc.;
– Calls the Organizing Committee for meetings whenever necessary;
– Helps to optimize the competition schedule in relation to the numbers of spectators attending and the needs of the media, Host Broadcaster and International Broadcasters;
– Assigns the courts in coordination with the Competition Director;
– Organizes, upon his/her arrival on site, the accurate leveling of the sand before the court and tribunes are completely set up, tests the quality and the overall condition of the sand on all courts (i.e. main court and outside courts) before and during the event (at different times of the day and especially in case of rain, taking into consideration the athletes' feedback) and immediately informs the FIVB about any problems;
– Controls the accuracy of all information contained in the Athletes' Handbooks or athletes' event's information (if any) upon his/her arrival at the event and guarantees that this publication is available to all athletes once on site (i.e. at the airport, in the hotel upon check in, etc.);
– Ensures that the personnel involved in the event fulfill all assigned duties thoroughly and efficiently;
– Verifies the local transportation plan, accommodation plan and meal services for the parties concerned;
– Participates in the Technical Supervisors seminar whenever organized by the FIVB;
– Assists the FIVB in revising the FIVB Handbook;
– Verifies that the chain of custody of the Beach Volleyball balls delivered from Mikasa is correct, and two days ahead of the arrival of the Referee Delegate supervises the correct inflation of all Mikasa balls in close coordination with the "ball-checker";
– Coordinates all aspects of the event and takes final decisions in case of protests or complaints about the organization, match results, referee and medical issues, after consultation with the Tournament Director and the National Federation Delegate;
– Checks the appropriate placement for scoreboards' supplier personnel if any (sheltered from bad weather) and equipped with a table;
– Checks the appropriate placement for the unas media productions;

Technical Meeting at the FIVB SWATCH World Tour SMART Grand Slam in Berlin in 2012

– Represents the FIVB during press conferences, meetings, interviews, etc., whenever required and feasible during his/her stay on site;
– Ensures the proper running of the awarding ceremony;
– Inserts the most up-to-date athlete and tournament BVIS files on the FIVB FTP site from the venue at the close of the competition and updates the World Ranking;
– Prepares the relevant reports (inspection, homologation of the stadium, final report, etc.) in accordance with FIVB requirements and sends them to the FIVB;
– Organizes a meeting at the end of the tournament between the Promoter, the National Federation's representative and the Referee Delegate to discuss the reports from the event;
– Ensures that the FIVB reports are signed by the National Federation and Promoter and sent to the FIVB within seven days after the end of the event;
– Communicates within 24 hours any remarks, comments and eventual fines applied to the parties concerned to the Technical Supervisor/Referee Delegate of the next events in the calendar, as well as to the FIVB;
– During the preliminary inquiry, provides athletes with a template to be filled in with local contact information in case of an emergency.
– A brief summary for the Men's and Women's athletes representative must also be provided.
– Ensures that the finance director provides to the athletes on-site the necessary documentation for the eventual taxes to be deducted from the Prize Money whenever agreed with the FIVB.
– He/she is required, during the tournament week, to make sure that the local Promoter circulates to the scoreboards supplier (if any), IMG, unas media productions, Host Broadcaster, etc. relevant events/competition information in regards to schedule announcements, results, changes and athlete information, etc.
  Therefore the local Promoter is requested to provide the following:
  – Provision of a hard copy printer at the Main Streaming & Production working area.
  – Sending of the schedule (fixtures, starting times, court id) by mail in a .pdf format.
  – Access to an online version of the schedule (starting times, fixtures and court allocation) and the results.

The FIVB may assign an Assistant Technical Supervisor at one or two FIVB Beach Volleyball World Tour Grand Slam Event(s) during the season. All the costs related to the assignment must be borne by the Assistant Technical Supervisor (international and local transportation, board and lodging, etc.). The Assistant Technical Supervisor is required to arrive on site and to leave the event as per the FIVB Technical Supervisor's schedule.

The FIVB will then evaluate the competence of the Assistant Technical Supervisor (mainly in the areas related to the competition system and marketing) and discuss during the FIVB Beach Volleyball World Tour Council for Grand Slam and World Championships his/her possible nomination as FIVB Technical Supervisor for the following year's FIVB events.

2. FIVB Referee Delegate

– Is appointed by the FIVB and assumes all duties related to the referee aspects of the competition, as specified in the Referee Delegate's Manual;
– Is under the authority of the FIVB Technical Supervisor;
– Works in close collaboration with the Referee Manager and coordinates two (2) months before the competition all required actions related to the establishment of the requirements for the standard referee's clinic, for the extra clinic for local referees (if applicable), for the extra clinic for auxiliary officials and key court personnel (if applicable), and for the recruitment of court personnel;
– Confirms the lists of referees and auxiliary officials and verifies the availability of the court personnel in accordance with the list approved by the FIVB Referee Commission member concerned, two (2) months before the competition (as per FIVB requirements);
– Conducts the standard referee's clinic on the day preceding the Qualification tournament, as well as the extra clinic for local referees and the extra clinic for auxiliary officials and key court personnel, both to be staged the preceding day whenever required by the FIVB;
– In close coordination with the "ball-checker" ensures that each Mikasa Beach Volleyball ball to be used during the competition conforms to FIVB requirements;
– Ensures the smooth running of the competition on the field of play with referees (neutrality), auxiliary officials (scorers and line judges) and court personnel (scoreboard operators, ball retrievers, sand levelers, court athletes' attendants, etc.);
– Observes the referees' work during the tournament, evaluates their performance and conducts daily referee meeting(s) after the last match of the day and before the start of the first match of the day;
– Ensures that the necessary equipment is provided to allow the first referee to communicate with the audience and with the TV Producer to coordinate of the slow motion playbacks;
– Inspects on a daily basis the courts and equipment and reports any discrepancies to the FIVB Technical Supervisor;
– Participates to the Referee Delegates seminar/workshop whenever organized by the FIVB;
– Ensures the implementation of the match protocol in coordination with the refereeing crew and the court personnel;
– Supervises the procedures related to the implementation of Alcohol tests for Referees and Auxiliary Officials;
– Reviews the score sheets;
– Reports to the FIVB on the referee aspects of the event and referees' overall performance;
– Attends the meeting at the end of the tournament between the Promoter, the National Federation's representative, and the Technical Supervisor to discuss the final reports for the event;
– Ensures that the FIVB Referee Delegate reports are signed by the National Federation and Promoter and sent to the FIVB within 7 days after the end of the event;
– Communicates within 24 hours the remarks and comments of the attended event to the Technical Supervisor/Referee Delegate of the next events in the calendar, as well as to the FIVB.
– Organizers who choose to set up more than one venue or have a venue layout that is spread out, will be responsible for covering the

Roberto Reggiani, FIVB Referee Delegate and Roberto Mansi, FIVB Technical Supervisor

costs (travel, board and lodging, per-diem, etc, same conditions as International referees under the NEUTRAL quota) of an Assistant Referee Delegate to be assigned by the FIVB for each existing side court venue.

3. FIVB TV Coordinator

– Is under the authority of the FIVB Technical Supervisor.

Note:
For duties and responsibilities, see details in the TV Broadcasting Guidelines chapter 6.

4. FIVB Highlights Producer

– Represents IMG (a company mandated by the FIVB) and is responsible for producing, through the HTVB crew and/or his/her own equipment, video materials in accordance with the editorial concept of the FIVB. The FIVB Media Operations Delegate should work closely with the FIVB Highlight Producer in order to enable him to produce features about the athletes and/or about other subjects. During the season the FIVB Highlights Producer will attend all events.

5. FIVB Media Operations Delegate

– Assists in increasing worldwide media awareness for the Men's and Women's FIVB Beach Volleyball events and in better promoting the FIVB sanctioned events;
– Works from his/her facilities on the basis of the information supplied by the Press Director of each event under the supervision of the FIVB;
– Is responsible for the preparation, release and distribution to the media and all entities appearing in the international media list information concerning the World Ranking, statistics and results of all international Beach Volleyball events;
– Provides information to the Press Director, Host Broadcaster, scoreboards' supplier (if any), unas media productions, the Announcers and accredited media representatives on historical data, athletes' biographies, match results, match schedules, etc.;
– Prepares a report on press operations and match results for the Beach Volleyball Commission and for the FIVB Beach Volleyball World Tour Council for Grand Slam and World Championships or for the FIVB Beach Volleyball Council for Open Events;
– Assists the Media Operations Director in the fulfillment of appropriate communication plans and checks the proper implementation of the FIVB requirements and standards in the press area;
– Collects all relevant data related to the Press of each event which can be used to produce the FIVB's final report/Media Guide for the season;
– Reports back to the onsite FIVB Technical Supervisor on the smooth functioning of the media information plan;
– Implements special projects whenever agreed with the FIVB.

Note:
For duties and responsibilities, see details in the Communications chapter 5.

6. FIVB Medical Delegate (if any)

The FIVB Medical Delegate is under the authority of the FIVB and the Technical Supervisor on site. The responsibility of the FIVB Medical Delegate is to supervise all medical services and medical controls, ensuring that the FIVB Medical Regulations are strictly enforced. The duties of the FIVB Medical Delegate also include:
– Checking during the Preliminary Inquiry that Health Certificates and Anti-doping certificates have been provided to the FIVB;
– Presenting during the Technical Meeting information about the FIVB Medical Regulations, the procedures for doping control sampling and details of the medical assistance available during the competition;
– Being available to provide advice to athletes regarding the list of banned substances, therapeutic use exemptions and medical controls;
– Monitoring the wet bulb globe thermometer (WBGT) data collected from the FIVB Heat Stress Monitoring Protocol and keeping the Technical Supervisor and the Technical Director informed whenever there is a risk of the WBGT exceeding 31;
– Supervising medical staff and intervening with athletes/public in case of emergency situations;
– In collaboration with the FIVB Technical Department, ensuring that the necessary preparations for anti doping controls are done prior to his/her arrival on site adhering to the principles of the FIVB Test Distribution Plan,
– Monitoring that doping control procedures are in strict compliance with the FIVB Medical regulations.
– Medical Examination (M-6) for each referee must be done by a local doctor under the supervision of the Medical Delegate. The material for this examination must be available.

The FIVB Medical Delegate must be equipped with a cell phone and/or "walkie-talkie" in order to be reached at any moment during the event. The FIVB Medical Delegate must also have access to interpreters if needed.

7. FIVB Marketing Delegate (if any)

– Checks the correct implementation of the branding guidelines, branding kit and event's checklist.
– Reports to the FIVB Technical Supervisor and to the Promoter any eventual discrepancies with the branding guidelines, branding kit and event's checklist.

8. FIVB Photographer (if any)

– Is under the authority of the FIVB Technical Supervisor and Media Operations Delegate;
– A photographer may be appointed directly by the FIVB for certain events. He/she will report to the FIVB and will be responsible to post pictures with captions every day on the FIVB website. Special assignments may be given by the FIVB in order to satisfy the needs of the media and/or the FIVB.

Note:
For duties and responsibilities, see details in the Communications chapter 5.

International Referees in Brasilia

3.2 Referees

A. Neutral Quota

– For the FIVB Senior World Championships, the FIVB must appoint 10 International Beach Volleyball Referees under the NEUTRAL quota.
– For FIVB World Tour Grand Slam events, and FIVB Open events, the FIVB must appoint minimum 4, maximum 6, International Beach Volleyball Referees under the NEUTRAL quota. The exact amount will be established case by case, depending on the number of courts used and/or on the level of neutrality and quality required.
– For the FIVB Beach Volleyball Underage World Championships events, the FIVB must appoint 4 International Beach Volleyball Referees under the NEUTRAL quota.

B. Local Quota

– For the FIVB Senior World Championships, the FIVB must appoint 12 to 14 International Beach Volleyball Referees under the LOCAL quota.
– For FIVB World Tour Grand Slam events, the FIVB must appoint from 7 to 9 International Beach Volleyball Referees under the LOCAL quota, to complete the referees assigned under the Neutral quota. The minimum average of referees per court must be 3 plus 1. This scenario concerns a competition with 4 courts. For every court added, 3 more International Beach Volleyball Referees must be assigned.
– For FIVB Open events, the FIVB must appoint from 7 to 9 International Beach Volleyball Referees or International Beach Volleyball Referee Candidates under the LOCAL quota, in order that, combined with the referees assigned under the Neutral quota, the minimum average of referees per court is 3 plus 1. This scenario applies to a competition with 4 courts. In line with the above equation, for every court eventually added, 3 more International Beach Volleyball Referees or International Beach Volleyball Referee Candidates must be assigned.
– For FIVB Beach Volleyball Underage World Championships events, the FIVB must appoint under the LOCAL quota the necessary amount of International Beach Volleyball Referees or International Beach Volleyball Referee Candidates in order to complete (added to the 4 referees assigned under the Neutral quota) a minimum average of 3 referees per court plus 1.

C. Generalities

– A clear protocol of communication must be established between the FIVB, the FIVB Referee Commission member concerned and the Organizers (NFs and Promoters). This protocol of communication must be formally addressed to the President of the National Federation and must include a point of contact (with the authority to confirm the arrangements made with the National Federation and the Promoter), within an established deadline.
– As in the previous seasons, the FIVB will continue to follow the assignment policy which combines the top, experienced referees with a new generation of young, promising referees.
– For the NEUTRAL quota, whenever possible, the FIVB appoints referees who live in the same continent as the event is being held. Only referees of the highest level should be appointed for intercontinental travel (elite referees and referees of the utmost quality).
– For the LOCAL quota, priority will be always given to the host NF International Beach Volleyball Referees or International Beach Volleyball Referee Candidates, as long as they are available and endorsed by their NF and their respective Confederation.
– Whenever the host NF will not have sufficient amount of qualified referees to complete the LOCAL quota, the FIVB appoints foreign International Beach Volleyball Referees or International Beach Volleyball Referee Candidates as much as possible from nearby countries.
– These foreign referees completing the LOCAL quotas where required, will be selected from among the International Beach Volleyball Referees and the International Beach Volleyball Referee Candidates endorsed by the various FIVB Beach Volleyball participating NFs.

The FIVB has developed a Referee Database that can be accessed via the following link: www.beachreferee.org. This webpage provides International Beach Volleyball Referees' and Candidates' "media bios", personal information, refereeing experience in FIVB events, major achievements, etc. to be used by the Host Broadcaster and accredited media. Refereeing Manuals, Guidelines, Casebooks, Rules, Forms, etc. are available through the following link: www.fivb.org/EN/BeachVolleyball/Refereeing.asp.

www.beachreferee.org
Username: fivbWTorganizer
Password: fivbbvbreferees

FIVB Online Referee Database

The FIVB Online Referee database system (for Beach Volleyball and Volleyball Referees) is a web-based referee database system that allows all international referees to modify/update their personal profile. Each International Referee can log in through http://www.fivb.org/vis2009/.
The page allows access into the user's profile and each International Referee is allowed to modify/update his/her personal information in the system.

The Beach Volleyball Referee Database is still in use in 2013.

D. Host NF Officials (Referees, Line judges, Scorers, etc)

The National Federation is responsible for the training and selection of the most expert officials in order to guarantee the best level of

Volunteers at the Awarding Ceremony in Rome

performance during all FIVB Beach Volleyball events. The hosting National Federation should use video tapes of International matches in the instruction process which can be made available by the FIVB.
In order to support the training of referees, Multimedia Teaching Material will be produced with the supervision of the FIVB Rules of the Game Commission.
The list of the Host NF officials (referee manager, line judges and scorers, plus ball checker) must be presented to the FIVB Technical Supervisor during the yearly inspection visit (if any) and included in the inspection report. In case no yearly inspection visit is carried out, the Organizers must submit (two months before the start of the event at the latest), for the approval of the FIVB Referee Commission member concerned, a nominal list of scorers and line judges assigned to the tournament together with the name of the "ball-checker" and the name and coordinates of the assigned local Referee Manager. A copy of this list must also be sent to the FIVB Beach Volleyball Department for approval two (2) months before the event. The FIVB Referee Delegate must also receive a copy of the final lists in order to confirm them before the start of the event.
According to the FIVB Beach Volleyball event's regulations, all local officials (host NF, referees, line judges, scorers) must be available throughout the entire tournament.
However, for certain events and in order to optimize the budget of the Organizers, the Referee Delegate, in agreement with the Referee Commission member concerned, may agree to release at his/her discretion some of the referees assigned under the LOCAL quota, as well as some of the auxiliary officials 1 or 2 days before the end of the tournament. This insertion must be confirmed by the Organizers by the latest by the deadline established for the host National Federation to submit the local officials.

Organizers must recruit the following auxiliary officials
- Scorers: the overall number of scorers must be equal to 3 times the total number of courts used during the busiest days of the event (on a rotation basis they will perform scorer, assistant scorer, reserve);
- Line judges: the overall number of line judges must be equal to 3 times the total number of courts used during the busiest days of the event;

Recruited line judges must be active or former qualified referees (Beach or Volleyball) for their respective National Federations. For the Qualification Tournament and the preliminary matches of the Main Draw, two line judges must officiate at each game. In the semi-final and final matches four line judges are mandatory.
For events where more than 10% of the names of the auxiliary officials (line judges and scorers) officiating at the event have changed compared to the list submitted for FIVB approval , or in other extreme circumstances, (e.g. line judges not meeting quality, age, or referee certification requirements) the FIVB Referee Delegate can decide not to use local line judges for the entire event or to implement the appropriate sanctions (see Chapter 11 for further details). In this case, for the semi-finals and finals, the Referee Delegate will have to select line judges among the Referees officiating at the event concerned.

E. Referee Clinic and Extra Clinic

The Referee Clinic should be set up in a hotel conference room (if possible in the hotel accommodating the referees) and include video Microsoft Power Point projector and screen, plus white board with markers.
All referees officiating during the competition must attend the Referee Clinic starting at 08:30 am the day before the Qualification Tournament. The theoretical training of Auxiliary Officials (line judges and scorers) will also be held during this morning (or half-morning). The Referee Manager, in conjunction with the FIVB Referee Delegate, must guarantee that all line judges and scorers attend the event's mandatory Referee clinic at 11:00 am the day before the start of the Qualification tournament. The theoretical part of these clinics – with the emphasis on scoring – must be organized in a venue which fit for the purpose (i.e. rooms equipped with video Microsoft Power Point projector, plus white board with markers and desk space for every participant). The practical part of the clinic, also including the participation of all court personnel, will be held during the afternoon. Other referees invited by the National Federation may also participate in this clinic as observers.

It is a mandatory requirement for all new Promoters/Organizers of FIVB Beach Volleyball events (including Senior and Underage World Championships) to organize an Extra Clinic for Auxiliary Officials and key Court Staff 2 days before the start of the event concerned.

For all new tournaments and tournaments that have been reported as experiencing problems with the quality of the refereeing at the preceding edition, the presence of all of the Host NF referees at an extra day clinic to be staged the day before the standard referee clinic will be mandatory, (in due coordination with the Extra Clinic for auxiliary officials and key court personnel, if applicable).

F. Responsibilities

Referees are responsible for:

- Checking that the court set up and equipment corresponds to FIVB requirements;
- Verifying the availability of the required court personnel;
- Checking that the information included on the scoreboards is correct;
- Verifying that the field of play does not present any danger to the athletes;
- Coordinating the proper match protocol procedure;
- Reporting any problems related to athletes' uniforms to the relevant FIVB Official;
- Officiating their match(es) correctly and apply the requirements of the Rules of the Game, including all on court Protocols (e.g. Medical Injury, Ball Mark, Protest Protocol, etc);
- Ensuring that the score sheets are delivered to the Referee Manager at the end of each match;

swatch
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View of the venue in Shanghai

Entrance of the venue in Gstaad

– Good visibility from all VIP areas, general stands, etc. and sufficient distance from the bleachers to the court;
– Correct orientation of the stadium to fulfill the TV requirements. Organizers and Host TV Broadcaster must decide on the stadium's position to ensure that the main court is properly placed with regards to the position of the sun in order to avoid TV production problems (see sections related to "TV Broadcasting Guidelines" and "Competition Area") and to reduce shadows as much as possible. The TV platforms should be foreseen in the planning phase in accordance with the TV camera position requirements;
– Prevision of the necessary space to set up an artificial lighting system (if any) and sound system;
– Correct placement of the 2 electronic scoreboards (if any);
– Easy access from the main roads/parking areas, etc. to the venue and proper flow of spectators and personnel. General access and access gates must be foreseen in sufficient number according to the local safety and construction measures;
– Distance from the event's official hotel.

The Promoters may use the hotels/structures in close proximity as event facilities (e.g. press room, athletes' lounge, etc.) whenever possible and use permanent facilities which may offer all amenities. The facilities should be easily accessible at any time. In the case of the athletes' lounges, press center, coaches mixed zone, etc. being located at a permanent facility (e.g. host hotel), the Organizer must ensure that the facility's operating hours can accommodate the tournament schedule, as well as ensuring adequate communication and volunteer support to keep all necessary information to be displayed in these facilities updated at all times.

Organizers wishing to stage a successful event need to consider these points as a must in their planning. The FIVB advises Promoters to contact the FIVB Venue Construction Consultant (if any), or any other FIVB Consultants, with a view to contracting their services (at a fee) and to finalizing their venue plan in accordance with the detailed layout included in the Marketing chapter and the Venue sections of this Handbook. The FIVB Venue Construction Consultant services include various consulting, controlling and implementation phases as follows:

– Venue plan analysis including feasibility, proposals on cost optimizations, sustainability, security, orientation of the venue, impact on the environment, etc.;
– Proposals on lighting systems for night televised matches and on the Public address systems;
– Proposals for the global look of the venue as well as grandstand structures including internal walkways;
– Suggestions for side areas, VIP-areas (boxes, skyboxes, platforms etc.);
– Provision of a time schedule for different types of venue in terms of transport, erection and dismantling;
– Conduction of site inspection/performance measurement during the implementation phase;
– Check the mandate during erection and final acceptance of the construction work;
– Other services to be agreed by the parties.

B. Village

The Promoter is required to allocate space around the Venue in a dedicated area for the organization of side events (with the participation of celebrities, special guests, athletes, Officials, media, sponsors, etc.) and to conduct PR activities to attract public and media interest.
The Promoter must also guarantee the installation of a Village (booths) both for International and Local Sponsors and for the FIVB Beach Volleyball Promoters (or Organizers of upcoming events) in order to help them best advertise their tournament, if required.

C. Temporary Tribunes

The FIVB asks that the requirements of European Buildings Standards (or equivalent) are respected in order to guarantee the compliance with the following obligations:

– The tubular and/or temporary tribunes must be mounted by an authorized local construction company. These tubular and/or temporary tribunes must be constructed meticulously and an official security certificate must be delivered;
– The construction company must guarantee that solid and quality material only is being used for the structure and that resistance tests are carried-out;
– Competent local authorities must recognize the legality of the security certificate and carry out the necessary inspection visits for all tubular structures and supporting foundations in order to assure that the facilities conform with the building codes (a written approval must be given to the FIVB);
– The foundations must be solidly fixed to and firmly support the body of the structure;
– An insurance policy against accidents must be taken out for a minimum amount of USD 1,500,000 for the FIVB Beach Volleyball World Tour Grand Slam events, USD 1,000,000 for FIVB Beach Volleyball Open events and minimum 2,000,000 for FIVB Beach Volleyball World Championships. The insurance policy must include details of the construction of the tribunes to cover any risk of damages and accidents, (e.g. stands collapsing, faulty or incorrectly installed/torn down equipment/installations/facilities, damages arising out of the conditions of the event itself, etc.).

Organizers are requested to scrupulously follow these requirements and to provide the FIVB Technical Supervisor with copies of these documents as proof that they have fulfilled their obligations during the onsite inspection visit (if any) or before the start of the competition.

Roofed VIP Tribunes in Brasilia

Catering area in Myslowice

If Organizers do not present the insurance and the certification of correct set up of the structure before the start of the competition, the FIVB Technical Supervisor has the authority to suspend the event. In this case, the Organizer must reimburse all athletes for their air tickets.

D. Facilities

Facilities can either be set up temporarily or use existing structures located at walking distance from and ideally facing the venue. If facilities are set up in an existing structure, the Organizer must ensure that the operating hours are in line with the tournament schedule, fulfilling the communication requirements established by the FIVB.

1. VIP Tribune

A VIP section for a minimum of 150 or 200 people for an FIVB Open Event (single and a double gender event respectively), a minimum of 350 people for an FIVB World Tour Grand Slam event and for a minimum of 800 people for the FIVB World Championships must be guaranteed. Should it be deemed necessary, the promoter can set up a roof above the VIP section. However, this is not a requirement of the FIVB. The FIVB recommends applying the minimum seating requirements for a single gender FIVB Open event as follows:

– VIPs (42);
– FIVB (30);
– Journalists (50);
– Radio & TV commentators (10);
– Athletes and coaches (150);
– Medical personnel (10);
– Guests and sponsors (50);
– Referees (20);
– FIVB International Sponsors and Partners (35);
– Announcer, Producer, and DJ (3).
– The Promoter must provide, whenever possible, a roofed VIP area and covered seats (rain/sun protected) for the players (min. 20) at the center court throughout the two final days of the competition.
– The gate for the VIP and guests tribune must be clearly identified with English signage and must be separate from the main public entrance if possible.
– The area reserved for journalists and TV commentators must be positioned in line with the net to allow the best possible view of the competition.
– The athletes' reserved area must not be adjacent to the referees' area.
– A catering facility with fruit and drinks for VIPs, sponsors and journalists should be provided on each day of the event.
– In case of a double gender event, the number of seats allocated to the athletes should be doubled accordingly.
– If no special VIP programs are implemented, the Promoters of FIVB Beach Volleyball Open events may then set up a VIP stand with no roof.

2. Athlete's Lounge

Minimum 50m2 with air-conditioning and direct access to the court equipped with:

– 20 chairs;
– Tables;
– 1 billboard (min. 2m x 1m) displaying competition results;
– Wireless LAN and/or internet connection to be available for athletes at the venue;
– Water, snacks, fruit and ice available at all times;
– Wireless connection for the athlete's computers, 2 mandatory computers for single gender and 4-6 for double gender events, plus 1 printer.

3. Athletes' Locker Room

Minimum 30m2 with direct access to the court equipped with 10 chairs or benches and mandatory lockers.
This area must be located close to the athletes' lounge but must not be part of it. In case of a double gender event, two separate locker rooms must be provided (one for each gender).

4. Referees' and Line Judges' Lounge

Minimum 30m2 with air-conditioning equipped with:

– 15/20 chairs;
– 1 table;
– 1 whiteboard;
– Water, snacks, fruit and ice available at all times.

Referees and Auxiliary Officials must have separate areas (meeting rooms, lounge with privacy) in accordance with capacity, security and comfort requirements.

5. Locker Rooms for Referees and Line Judges

Minimum 30m2, if possible, with direct access to the court equipped with:

– 10 chairs;
– 2 tables;
– Min. 20 lockers (or secure room).

If no locker room is available, Organizers are recommended to either supply mandatory lockers in another area or specifically dedicated security for the referees and auxiliary officials' personal belongings.

6. Catering – Lunch Area

The food and refreshment pavilion must be protected from wind and sun. Ideally it should be fitted with a floor. The promoters must carefully check the food quality at the hotels and the venue. A basic level of nutrition including pasta, rice, chicken, vegetables etc. must be available and comply with certain quality standards to ensure the athletes' essential needs are met.

7. Press Center

Minimum of 40/150m2 for FIVB Open and FIVB World Tour Grand Slam/FIVB World Championships respectively with air conditioning, located with a view of center court and with easy access to the mixed zone and other courts, equipped with:

The press room

– Working tables with chairs to accommodate a minimum of 50 journalists for FIVB Open, 100 journalists for FIVB World Tour Grand Slam and 150 journalists for FIVB World Championships (tables to be fitted with two power sockets in front of each chair for journalists and photographers);
– 1 desk with an international landline phone, printer and LAN cable internet connection for the FIVB Media Operations Delegate;
– 1 press center notice board (min. 2m x 1m) for displaying competition results;
– 1 billboard (min. 2m x 1m) for displaying competition results;
– Plug sockets (sufficient);
– Access to a fax machine (backup must be available) with an international line;
– 1 or 2 international telephone lines (at the welcome/reception desk);
– 3 to 5 computers (Windows English version, Word, Excel, Adobe Acrobat Reader software, high speed internet access);
– A minimum of 3 laser printers;
– Wireless (password protected) high speed internet access for journalists and LAN cables for photographers;
– Wireless (password protected) high speed internet access or LAN cable for the Media Operations Delegate;
– Network card for internet access (for the Media Operations Delegate) if required;
– 2 photocopying machines (30 copies per min.);
– Area to display the FIVB Press Kit as well as the FIVB Sponsors and partners information;
– 20 pigeon holes/document trays for duplicate results, information, and announcements;
– Neat and well-presented bar and catering facility.
– Adequate password protected wi-fi connection in every press working room. This wi-fi connection must be available until the final competition day, four hours after the final match. The bandwidth should be good enough to allow for efficient uploading requests by all photographers.

For full details of essential equipment for the Press Center and Interview Room (to be strictly respected) see the Communications chapter 5.

8. Mixed Zone

Located immediately adjacent to the main court, outside the competition area (out of reach from spectators, court personnel and Officials), it must be easily identified by the official mixed zone backdrop. It should be located close to the exit of the center court but possibly not be affected by the sound of the PA system of the centre court. The public should not be allowed direct access to the mixed zone area to allow athlete interviews by accredited journalists to be carried out without interruption. This area must be used immediately after the end of a match by the Host Broadcaster or individual media representatives (e.g. radio stations) wishing to conduct one to one interviews and discuss post-match analysis with the athletes. This mandatory area must be supervised by the Media Operations Director along with the Media Operations Delegate (if any).

9. Interview Room

The interview room is not mandatory but if required by the promoter it should be minimum between 40 and 60m2 and easily accessible for accredited journalists and athletes during the entire duration of the event. The interview room must be located next to the mixed zone and media center, and equipped as follows:

– Air conditioning
– Tables and chairs for a six-person head table/tribune;
– A minimum of three microphones on the tables;
– 1 portable microphone;
– A minimum of 25 chairs for media representatives;
– A backdrop featuring the Title of the FIVB Beach Volleyball Event, the local title of the event, the FIVB logo, the FIVB Sponsors and the local Sponsors as per the guidelines laid out in the marketing chapter;
– Towels and bottled water should be available for the athletes at the head table/tribune;
– Water should also be available for the press in the interview room.
– Speakers should preferably be positioned at the back of the room to avoid appearing in photos and TV coverage.

10. Working Rooms for Organizers and FIVB (6 total)

Minimum 16m2 each with air conditioning (or placed in the shade with umbrella) for security personnel (one room), court manager (one room), technical control (one room), organizing committee (one room), FIVB Officials (one room). The Technical Control, Organizing Committee and FIVB Officials' working rooms must each be equipped with:

– 1 computer (Windows English version);
– 1 laser printer;
– 1 photocopying machine;
– 1 international telephone/fax connection (with email account);
– Adobe Acrobat Reader software;

For the results system and files transfer via Internet, organizers must install in the Technical Control working room:

– 1 computer (Pentium recommended), with an English keyboard and MS English Windows or later loaded with MS Word and MS Excel software;
– 1 Netscape or MS Explorer software (internet browser);
– 1 Eudora (email software);
– 1 FTP software (Cute FTP - Freeware or other);
– 1 laser printer;
– 1 modem (fast 28.8 bps recommended);
– 1 modem line;
– 1 fax connection and machine;
– 2 cellular telephones to be provided to the Technical Supervisor and Referee Delegate to allow them to access all communications relevant to the tournament upon their arrival on site;
– 1 wireless access to internet with an email account.

The FIVB Medical Delegate must have a table in the FIVB official room to work appropriately.

Technical Term sheet for the Implementation of Internet Video *LIVE* Streaming

1. TECHNICAL REQUIREMENTS

1.1. Provision of a dedicated physical internet connection with a minimum UPLOAD bandwidth of 4 Megabit/sec

Unas media productions requires access to a dedicated physical internet connection with a minimum UPLOAD and DOWNLOAD bandwidth of 4 Megabit/sec for Internet Video *LIVE* Streaming & *LIVE* Scoring purposes on site.

As a high amount of data is constantly uploaded to a streaming server while an Internet Video *LIVE* Stream is processed, a reliable high UPLOAD and DOWNLOAD bandwidth – in this case 4 Megabit/sec – is crucial for successful production and broadcast.

The provided internet line may not be shared with any other party (e.g. Press/Media, tournament office, etc.).

The required physical internet connection with a minimum UPLOAD and DOWNLOAD of 4 Megabit/sec has to be ordered by the local organizer in due time and a written booking confirmation must be forwarded to unas media productions no later than 8 weeks prior to the start of the event.

Please note that the full cost for the provision of the internet connection will be at the expense of the FIVB.

Requirements:
- Provision of a dedicated physical internet connection with a minimum UPLOAD bandwidth of 4 Megabit/sec
- Flat rate for generated streaming traffic
- Provision of a router with at least 4 Ethernet ports
- Installation on site no later than 3 days prior to the start of the Main Draw tournament or the day prior to the technical setup of unas media productions

In case the local ISP (Internet Service Provider) requests more specific information, please contact unas media productions immediately.

1.2. Provision of a main streaming & production working position

A main streaming and production working position in the center court tribune is required.

Please take into consideration that the main streaming and production working position has to be located in a way that the cabling distances (to center court and the "most popular" side court) do not exceed a distance of 100 meters.

Requirements:
- Access to the dedicated physical internet connection with a minimum UPLOAD and DOWNLOAD bandwidth of 4 Megabit/sec (as in 1.1.)
- Constant, reliable power supply (230 V) to the working position
- Working space for 2 shuttle PCs, 1 Laptop provided by unas media & Audio/Video equipment
- Provision of 2 local SIM Cards (at the expenses of unas media productions
- Tables & chairs (minimum width: 2.5 meters)
- Weather protection (wind, rain, sun)
- Unobstructed, clear view of center court (with all court lines visible), the referee, and the scoreboard
- Collection of the TV feed directly at the working position (as in 2.2.)
- Provision of audio and video cables by the HTVB for all televised match days ex OB van to unas media productions workstation

As unas media productions will operate a LIVE Scoring System for internal purposes, a clear and unobstructed view of the court, the scoreboard & the referee is absolutely crucial (see 1.3.).

1.3. Provision of a *LIVE*-Scoring Working Position

Unas media productions will operate a LIVE scoring system on each covered court for internal purposes, which is why a working position in the stand of center court and the "most popular" side court is required.

On center court the provision of this position will only be necessary if the main streaming & production working position is not located in the center court tribune.

Requirements:
- Access to a physical LAN connection or a non-public wi-fi network (in the area of center court and the "most popular" side court)
- Working space for 1 ticker operator
- 1 table per court
- 1 chair per court
- Appropriate/sufficient weather (wind, rain, sun) protection, e.g. a tent
- Reliable power supply (230 V) to the working position
- Unobstructed, clear view of the court (with all court lines visible), scoreboard & referee

The data generated by the *LIVE* Scoring Software is at a minimal bandwidth, which is why a dedicated internet line will not be required, but any available non-public wi-fi or LAN connection on site shall be shared with unas media productions.
Please note that the access to a physical LAN connection or a wi-fi network is crucial for the operation of the *LIVE* scoring system.

2. PRODUCTION SETUP

2.1. General Information

Unas media productions will produce and stream ALL matches scheduled on center court & the "most popular" side court.

Production start: Qualifications
Production end: Quarter final and/or semi-finals and/or finals depending on when the start of the HTVB production has been scheduled.

The local promoter will be informed in due time whether unas media productions will cover and produce 1, 2 or 3 courts.
In case unas media productions only produces 1 court, the Sport Presentation will always be set for center court.

Please inform unas media productions if any internal video production (VidWall, etc) is planned by the local promoter and forward the contact details of the people in charge.

2.2. Collection of the host broadcaster's production feed

All matches scheduled on center court, which are produced by the host broadcaster will be collected by unas media productions at the main streaming working position (on center court) and processed as Internet Video *LIVE* Streams.

The host broadcaster shall be informed by the local promoter that the audio & video cabling from the OB Van (or the closest production unit) to the main streaming & production working position has to be secured.
Therefore the host broadcaster is requested to run the cables to the main streaming and production working position and provide the full production signal (see below).

2.2.1. unas media productions only processes the following audio/video signals:

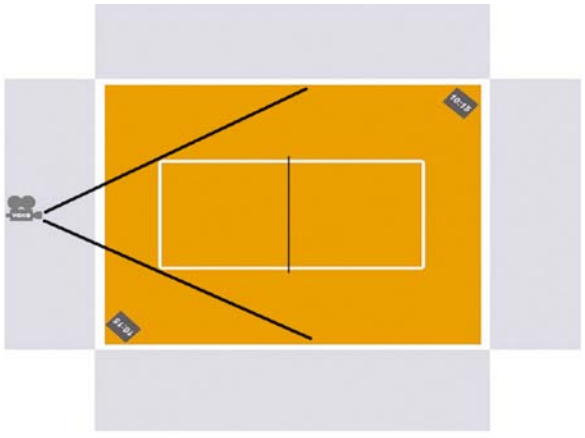
Video format:
- Analogue Composite, PAL or NTSC
- Video cable with BNC or RCA connector

Audio format:
- International sound
- Plus English commentary (if available)
- Analogue, mono or stereo
- Microphone cable with male XLR or RCA connector

2.3. Production & Broadcasting Setup

If TV production or full coverage (of all matches on center court) by the host broadcaster is not available at an event, the following setup on center court and the "most popular" side court has to be ensured.

2.3.1. The Standard Setup – center court stadium



As indicated in the above picture, the required camera position on each court where production will take place is located in the stand at the end of the court (behind the shorter side of the court).
Unas media productions will set up 1 static camera on each court, which will not be operated manually but set to automatic operation.

All court lines (on both court sides) have to be visible and the camera view cannot be obstructed or affected by the audience.

Therefore a platform with a minimum area of 1 by 1 meter, on top of the stand has to be considered.

If a designated TV platform in the stand at the end of the court is available during the tournament week (before the production start of the local host broadcaster), unas media productions will most likely make use of that platform.

The contractual partner/technical director is requested to provide the best possible camera position as determined above.

An appropriate solution for a camera set up in the center court stand.

Camera position – "Perfect Shot":

As in any (static) streaming production, this is the ideal camera position, especially as it provides the best possible view for the *LIVE* Stream customer.

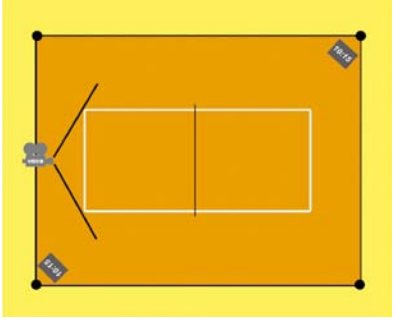
The main camera is set up on a tripod and in static use only, which is why a camera man will not be on spot during the matches. The camera should be facing the banner in position 16.

Requirements:
– Elevated camera platform/camera position in the stand at the end of the court (behind the shorter side of the court)
– Minimum distance to the baseline 7-8 meters
– Minimum height 5-6 meters
– A direct, unobstructed view of the court (all court lines visible)
– Reliable power supply (230 V) to the camera position

2.3.2. Advanced Setup – Side court production setup:

If unas media productions plans to cover more than just the center court, the tournament office is requested to clearly define the "most popular" side court (outside center court) prior to the tournament start and to prepare all communicated requirements in due time.

Unas media productions plans to cover the "most popular" side court, where most matches (outside of center court) will be scheduled.



If the "most popular" side court is not surrounded by tribunes but only, for example, by security nets, the following setup is likely ⇨

The local promoter is requested to set up an extra pole in a central position behind the shorter side of the court. On top of that pole a static camera will be placed by unas media productions.

As indicated in the picture below, the pole has to be set up at a minimum distance of 5-6 meters to the court/baseline and has to be at a minimum height of 4 meters – the minimum height has to exceed the height of the security net, in order to guarantee a clear, unobstructed view from that position of the court (with all court lines visible).

Requirements:
– An extra pole, set up centrically behind the shorter side of the court
– Minimum distance (to the baseline): 5-6 meters
– Minimum height: 4 meters
– Reliable power supply (230 V) to the camera position
– Clear, unobstructed view of the court (with all court lines visible)

2.4. Rental of audio and video cables (at the expense of unas media productions)

Please note that unas media productions seeks to rent the required audio and video cables on site, which is why the local promoter is requested to provide the best possible support, in order to find and approach TV stations, production companies, etc.

Please note that the following cables will be required:

– Analogue video cable (RG 59) with BNC jack
– Analogue microphone cable with XLR jack male/female

The amount of cable required depends on the individual setup at each tournament, which is why the local promoter is requested to measure the approx. cabling distances from the main streaming and production working position to the

1. main camera on center court
2. main camera on the "most popular" side court

The rental of the required audio and video cables will be at the expense of unas media productions.
Therefore the local promoter is requested to provide a quote to unas media productions in advance of the tournament and wait for an approval of the costs.

3. ORGANIZATIONAL REQUIREMENTS

3.1. Main contact of unas media productions

Name: Drazen Josipovic
Department: Production Management

e-mail: unas_event_planning@unas.tv
office: +4312563141321
mobile: +43664603141321

Drazen Josipovic will be the main contact for any related issues, both organizational as well as technical.

3.2. Tentative tournament schedule & Entry-list

As unas media productions always seeks to gain as much information as possible prior to the tournament, the local promoter is requested to forward any relevant information to unas_event_planning@unas.tv and video@unas.tv as soon as it is available.
– Tentative tournament schedule (starting times, number of matches per day & per court)
– Entry-lists
– Tournament Bulletin

3.3. Schedule communication on-site

During the tournament week, the local promoter is requested to put the Sport Presentation team on the internal mailing list for communications regarding schedule announcements, updates, changes and athlete information.

The local promoter provides all relevant information (schedule, team information, injuries, etc.) by email and hardcopy print.

All communications related to the schedule must be well organized and accurate during the entire tournament as the success of the streaming project depends heavily on the accuracy of the schedule communication.

Therefore the local promoter is requested to provide the following:
– Provision of a hard copy print at the Main Streaming & Production working position
– Sending of the schedule (fixtures, starting times, court id) by email in a .pdf format
– Access to an online version of the schedule (starting times, fixtures and court allocation) and the results

3.4. Accreditation

The local organizer is requested to prepare accreditations for the on site production team of unas media productions and a total of 4 people.

As unas media productions in this case is not only the production company, but also a representative of the rights holder, access to all areas must be granted.

3.5. Accommodation & Transfer

The local promoter is requested to communicate special room rates at the official tournament hotel(s) prior to the tournament start and as soon as relevant information is available.

The local promoter is requested to offer shuttle transfers from the airport to the hotel, from the hotel to the venue and vice versa.

3.6. Visa Application

Since unas media productions' employees may require an official invitation letter for the visa application (only for countries outside of Europe), the best possible support from the local promoter should be assured.

unas media productions will forward all relevant personal details (name, position, company, passport copy, etc.) to the local promoter in due time prior to the event if a visa is required.

Note: It is understood that each promoter will send the detailed quote for the above services to FIVB eight weeks before the start of the event at latest. The FIVB will reimburse the promoters up to 4'500.00 Euro per event only after having approved the costs and upon receiving the respective invoice for the dedicated internet line and tent (of minimum 3.0 m X 3.0 m) to accommodate the staff of unas media productions on the secondary courts.
All related communication has to be addressed to FIVB TV & Marketing Department at tv.marketing@fivb.org copying beach@fivb.org.

Team Spirit a Key Factor !

Overview of the center court at the FIVB SWATCH World Tour Brasilia Open

Physiotherapist at an Open event in China

Information in the athletes' lounge

11. Coaches Areas and Mixed Zone for Athletes and Coaches

The Promoters must set up a designated area for coaches at the venue in the general grand stands and around the playing area for the outside courts for use while watching their teams, as well as a separate area either under a tent, in a room, in a shaded area or anywhere else (e.g. at the hotel if in proximity) with plug sockets, where coaches can meet with their athletes. Such areas must be secure and only open to accredited athletes and coaches. The area must accommodate up to 4 teams and their respective coach(es) for single gender events and up to 8 teams and their respective coach(es) for double gender events, as well as include adequate numbers of chairs and tables.

The FIVB and the Promoter must strictly follow the requirements for the coaches' mixed zone, as well as the coaches' access to physiotherapy treatment rooms for consultation with athletes. Coaches' areas should be clearly marked and designated, especially at FIVB Beach Volleyball Open events.
Promoters must include the mixed zone area in the venue layout for FIVB approval.

12. Medical Services Area

Minimum of 30 m2 equipped with:

- Bed(s) (at least one);
- Basic medical equipment;
- Basic medications;
- Defibrillator and oxygen;
- Equipment to assess and treat dehydration and hyperthermia (including electronic rectal thermometer accurate to >44° and equipment for emergency cooling and intravenous treatment);
- Stretcher(s);
- Ice machine;
- Telephone;
- Scanner.

In addition, the following is required on site:
An ambulance with defibrillator must always be available.

- Paramedical personnel must be present at the venue during the entire competition.
- The ambulance shall be parked as close as possible to the venue, adjacent to the medical area.

13. Massage and Physiotherapy Room

Minimum 30 m2 equipped with:

- 2 massage tables for single gender events and 4 massage tables for double gender events;
- Physiotherapy equipment.

The medical services area and massage/physiotherapy rooms must be protected and separated from the open air and a heater must be installed in the rooms, if necessary.
It is recommended that a separate facility is constructed for team physical therapists and physicians, with a minimum of two treatment tables. Also, it is recommended that a procedure is established to ensure that the physical therapists have the appropriate credentials for accreditation to events. This accreditation is necessary to allow physical therapists and physicians court-side and on-court access in case of a medical time-out during games. Physical therapists and physicians may receive an accreditation for certain areas at the venue by sending a request through their respective National Federation directly to the promoter concerned at least 10 days prior to the start of the event.

14. Doping Test Section:

Minimum of 25 m2, divided into 3 sections - 10 m2 waiting room, 10 m2 sampling room, and toilet - equipped with refrigerator and refreshments and a TV. The waiting room should be well supplied with refrigerated bottled soft drinks and water. The refrigerator should be lockable.

The Doping Control Test section must always be prepared as described, regardless whether doping controls have been scheduled or not, to allow for unannounced anti-doping controls performed by the FIVB or other anti-doping authorities as provided for in the World Anti-Doping Code.

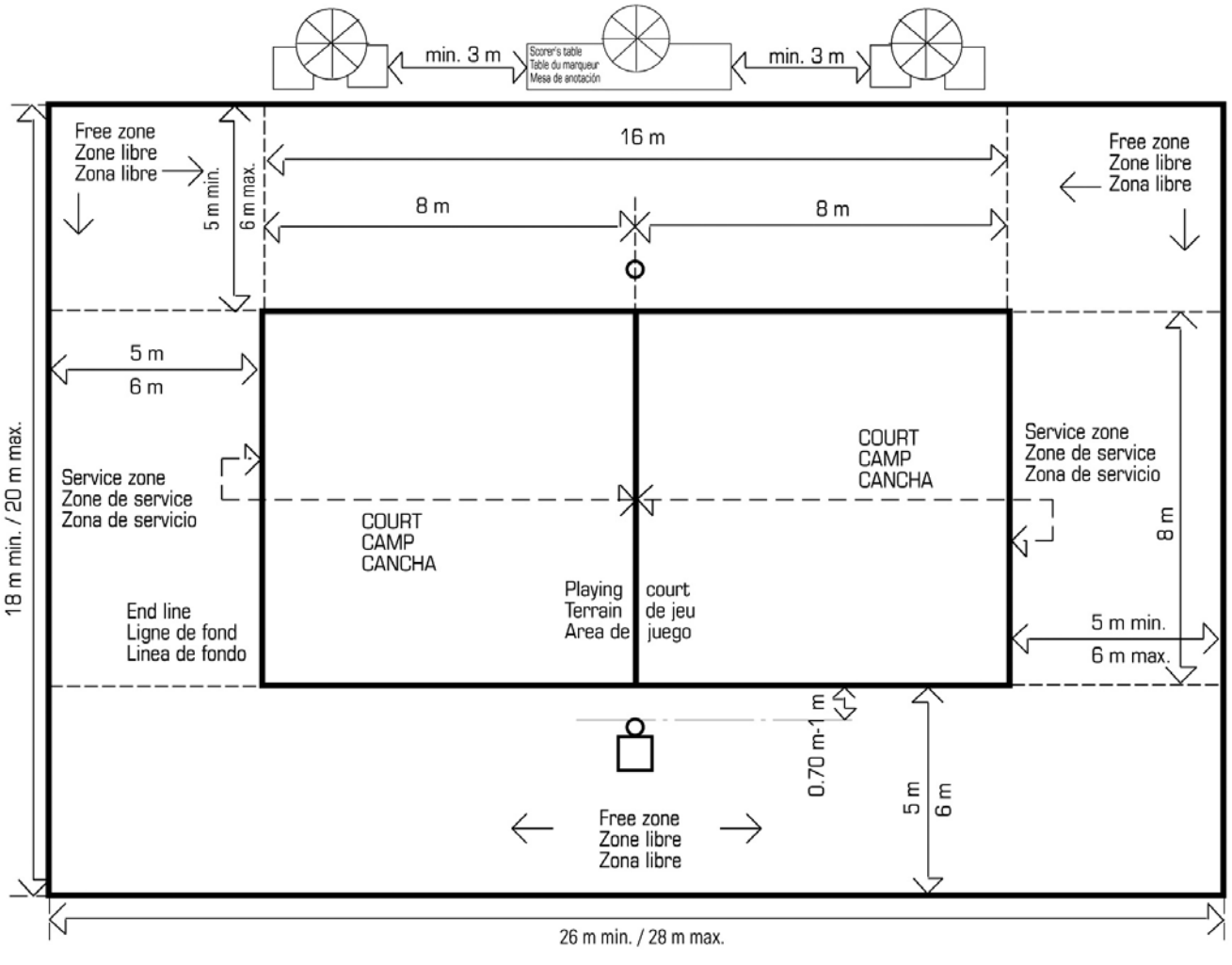
15. Storage Room

This room with a minimum surface of 25m2 has to be secured and locked. Direct and easy access to the court for all equipment (such as balls, posts, net, lines, scoreboards, speed ball device, panels, billboards, water pipes, wind sleeves, towels, rakes, boxes, etc.) is needed.

16. Other Facilities

- 4 Showers for athletes;
- 1 Logistic warehouse;
- 1 Accreditation Area;
- Platform(s) for TV Cameras (as per the TV Broadcasting Guidelines, chapter 6);
- English Guide Commentary positions (equipped and located as per TV Broadcasting Guidelines, chapter 6);
- Mixed zone area for TV interviews immediately after the matches;
- 1 Area for disabled and handicapped people. This area (for approximately 10 people in wheel chairs and 10 assistants) must be provided at court level or in the VIP section. A surface to allow the passage of people in wheel chairs must be provided from the parking area to the stadium;
- Sound system and area for players/mixer equipment, including a wireless switch on/off lapel microphone for the 1st Referee on center court integrated with the announcer/DJ mixing table (mandatory for FIVB Beach Volleyball World Championships and FIVB Beach Volleyball World Tour Grand Slam, recommended (for FIVB Beach Volleyball Open events);
- Temporary toilets should be located near the bleachers (10 for the public, 2 for athletes, 4 for VIPs). Toilets for athletes must be easily accessible from the athletes' lounge, the locker room and the playing courts and there has to be a "toilet wagon" (running water) for each gender in or next to the athlete's area and/or at the side court venue. Plastic cabinets without running water are strongly discouraged;

An ideal set-up for the outside courts in Moscow



The playing area

A tarpaulin is recommended in order to cover the centre court in case of rainy weather conditions

– Disposal bins for paper, food, empty bottles, etc. (as many as necessary to keep the area neat and clean during the entire duration of the event);
– Entrance.

E. Competition Area

Organizers are responsible for ensuring the proper preparation of the competition area with high quality visual standards and high technical/safety levels in accordance with the Official Beach Volleyball Rules. The court layout must respect the FIVB regulations with regard to the distance between the bleachers and the panels, etc.
A playing area of min 26 m. - max 28 m. X min 18 m, – max. 20 m. must be set up with the following measurements:

– Court: 8 m X 16 m;
– Free zone: 5 m minimum - 6 m maximum on each side;
– Free passage way: 3 m.

1. Orientation

Many factors must be evaluated concerning the choice of the orientation of the long axis of any Beach Volleyball court. The angle and the direction of the sun at different hours during the day and the season are major elements to be carefully taken into consideration in the planning. Organizers must study in detail the orientation of the courts in order to minimize any adverse effects from the sun during broadcasting time, such as the sun facing both the main TV cameras, with the aim of reducing shadows during televised matches.
The VIP tribune must be, if possible, constructed close to the main road to allow the athletes, journalists and VIPs to easily access the stadium.
The stadium's net line should be oriented towards the sun especially during the main matches. Outside courts must be orientated in a similar way to the center court. In areas affected by strong wind, the stadium structure must be oriented in a way that protects the main court and the outside courts.

2. Dimension

The playing court of FIVB International competitions is a rectangle measuring 8 m. X 16 m. surrounded by a free zone of a minimum of 5 m./maximum 6 m. from the end lines and the side lines, and with a space free from any obstruction up to a minimum height of 12.5 m from the playing surface.

The Sand can make the Difference

3. Sand Requirements

Name	Particle Diameter	Spec. (% ret. on sieves)
Fine gravel	2.0 mm	0%
Very Course sand	1.0 mm - 2.0 mm	0%-6%
Coarse sand	0.5 mm - 1.0 mm	min of 80%
Medium sand	0.25 mm - 0.5 mm	max of 92%
Fine sand	0.15 mm - 0.25 mm	7%- 18%
Very fine sand	0.05 mm - 0.15 mm	not greater than 2.0%
Silt and Clay	below 0.05 mm	not greater than 0.15%

The above particle size requirements allow for excellent on-court drainage and are essential if the competition court is to be able to successfully handle all weather conditions. It is important that the sand is also free of any organic material.

Particle Shape:
The recommended sand qualities for Beach Volleyball court installations are as follows:

– Physical properties;
– Be naturally weathered;
– Be sub angular/rounded;
– Not be acquired from a crushed rock source.

The selection of the particle size gradation must conform as closely as possible to the above table.

The FIVB requires that Promoters receive homologation of the sand from Hutcheson Sand and Mixes, unless they are using the same sand deemed to be of satisfactory quality as the previous year. All promoters hosting an event for the first time and those events where the quality of the sand was declared to be of poor quality must secure the approval of a sand sample from Hutcheson Sand and Mixes by July 31st of the year preceding the event. Each sample, up to 1 kg from different layers of 40 cm, must be sent to the Hutcheson Sand and Mixes consultant properly labeled.

4. Playing Surface

The court and playing surface must be made of leveled sand (as flat and uniform as possible) free of rocks, shells or dangerous particles that may cause cuts or injuries to the athletes. It is recommended that a tarpaulin is provided for use as a cover for the central court in rainy weather conditions. The sand must be sifted prior to the event whenever a natural beach is used (if deemed necessary).

1. The sand conditions must be the same on the center court, side courts and warm up courts. If concerned about the quality of the sand, the Technical Supervisor must send a sample to Hutcheson Sand and Mixes. It is the FIVB's responsibility tocheck the sand quality together with the Promoter as soon as possible.
2. Promoters shall maintain safe playing conditions on court and proper drainage should be utilized throughout the entire duration of the event.

Organizers must always have machines available to turn the sand in order to avoid any contingency situations.
The FIVB Officials will also monitor the accurate quality, depth and leveling of the sand on all courts during the inspection visit on site prior to the event (i.e. before the court and the tribunes are completely set up) for final approval as well as during the event (at different times of the day and especially in wet weather).

– The FIVB will assign Mr. Knapton to all the events where the sand results were poor. These inspections (a minimum stay of 2 days plus fee) will be at the Promoter's expense.

The Technical Supervisor may decide to cancel an event if the quality of the sand is unacceptable, may lead to injury or if the deadline to change the sand, as per FIVB regulations, was not respected. A sanction of up to USD 100,000 may also be imposed by the FIVB to the Promoter.

5. Service Zone

The service zone is the area behind the end line and between the extensions of the two side lines. In depth, the service zone extends to the end of the free zone.

SUPERIOR SAND
IS IN OUR HANDS

HUTCHESON
SAND MIXES

hutchesonsand.com

Hutcheson Sand & Mixes has proudly been the Official Sand Consultant to the FIVB for the past 15 years. Our collective partnership has enabled us to provide the best sand playing surfaces in the world.

Making us part of your Venue's sand requirements, we provide you with the assurance that FIVB sand requirements have been fulfilled and that you have provided superior court surface conditions for the athletes involved.

Tel: 1-705-789-4457 • Fax: 705-789-1049 • Email: toddk@hutchesonsand.com

Time-out Area

Set-up of the center court

6. Time-Out Area
The time out area should be located at least 3m away from the scorers table and set up according to the diagram included in the Marketing chapter.

7. Mixed Zone
The Mixed Zone, with the appropriate Mixed Zone backdrop, must be located by the athletes' exit from center court and be located close to the press center for use by the Host Broadcaster and/or accredited journalists to carry out live athlete interviews and get flash quotes.

F. Courts

1. Number of Courts
Organizers must set up four (4) courts plus one (1) warm up court for single gender events, fully equipped as per FIVB requirements and standards. A minimum of six (6) courts (4 competition and 2 warm up courts) are required if men's and women's events are organized on the same dates and at the same venue. If a double gender event (both men and women) is staggered by one day (e.g. women's Main Draw starts on Wednesday and men's Main Draw starts on Thursday) a minimum of 4 competition and 2 warm up courts are also required. The Promoter must secure a minimum of 1 official warm up court for each gender at the venue (total 2) – minimum 2 official training courts for each gender (total 4) at the venue or reachable by shuttle service (provided by the Promoter) at the latest two days prior to the event.
A net of a minimum height of 3m must separate all adjacent courts. Additional courts may be required by the FIVB depending on daylight hours and weather conditions.
Only the FIVB Beach Volleyball Department or the FIVB Technical Supervisor may authorize the setup of fewer courts, in the case of a smaller than expected number of teams registering for the event.

- 2 days before the start of the Qualification Tournament: 2 warm up courts from 9.00 am until 6.00 pm must be set up and available every day of the competition;
- 1 day before the start of the Qualification Tournament: All courts required for the next day of competition, plus one warm up court per gender, must be set-up from 9.00 am until 6.00 pm;
- 1 day before the start of the Main Draw: 2 courts from 9.00 am till 6.00 pm for the Main Draw teams must be available (unless the court is required for the Qualification Tournament);

In the case of side courts located further than walking distance away, the communication requirements stated in the Handbook need to be upheld by the Organizers. For a detailed plan of the use of the competition courts, refer to the Competition Regulations chapter.

2. Training Courts
Before the start of the competition, it is mandatory that the courts are available for the training sessions of the participating teams (minimum availability for a single gender event). If men's and women's events are organized on the same date and at the same venue, twice as many training courts must be ready as per the requirements outlined in point 1 above.
Two training courts (starting from at least two days before the start of the event), must be available at each event. Organizers must also keep all courts available during the competition to allow athletes to practice or for the organization of camps, and/or other activities if previously requested.
If no training court is offered close to the hotel and venue, courts must then be made available in close proximity and a shuttle should be provided.
One volunteer per court, working under the supervision of the Court Manager, must be available to coordinate the training program through the BVB/18 form and to provide athletes with water, etc. The Court Manager shall work under the direction of the Competition Director and the FIVB Technical Supervisor.
Each of the participating teams is entitled to at least 1 hour's training per day upon signing the training session form (teams may be required to train together in the case of high demand).
Mikasa balls should be provided to the athletes upon request for the training sessions. Organizers may ask for a deposit from athletes in exchange for the balls (athletes are also responsible for the loss of balls during training sessions).

3. Warm Up Courts
The Competition Director must ensure an efficient level of communication between the playing courts and the warm up court(s) in order to constantly inform the athletes warming up of the scores on each court and notify them of the start of their next match.
Organizers must appoint one person responsible for the warm up court area, in regular and direct contact (by walkie-talkie) with the Court Manager or with the scorers.
The Promoter must provide a minimum of 1 official warm- up court for each gender at the venue (total 2) - minimum 2 official training courts for each gender (total 4) at the venue or reachable by shuttle service (provided by the Promoter) at the latest two days prior to the event.

G. Sport Equipment

Organizers must choose quality equipment and respect the FIVB standard requirements.

1. Balls
Four balls must be used on each court (3 playing balls plus 1 reserve). The official ball is the "Mikasa" VLS 300 (leather-like material 67 ± 1 cm). Mikasa will provide the official balls at least one month before the event (see details concerning the quantity in the Marketing Chapter 4). It is strictly forbidden to add, stick and/or write any special marks, logos and/or inscriptions of any kind on the official Mikasa balls.

Mikasa should provide every promoter (if not already in their possession) with a "Ball Inspection Kit" and a "Beach Volleyball Inspection Manual". The FIVB Referee Delegate is required to check whether each ball fulfills the FIVB requirements.

2. Handling of the Mikasa VLS 300 balls

The Technical Supervisor in charge at the venue must make sure the balls are properly inflated and that they have not been tampered with. This process must start before thearrival of the balls on site - the Technical Supervisor must make sure that the Organizers are well aware of the procedures in place, including the fact that the balls must not be handled in any way before his/her arrival on site. The "ball checker" must be available upon the Technical Supervisor's arrival (the designation of a person in charge at the competition site as the checker is mandatory).

At the venue he/she is responsible for checking the competition balls as follows:

A. BEFORE THE COMPETITION

1) To meet and debrief the "ball checker" on his/her role throughout the tournament.
2) To verify that the chain of custody for the Beach Volleyball balls delivered from Mikasa is correct. This includes the confirmation of availability of the "Ball Inspection Kit" as per 3.1 of the "Beach Volleyball Inspection Manual", plus the relevant forms ("check list" and "evaluation sheet").
3) To ensure that the balls are correctly inflated (0.200Kgf/cm2 inner pressure – see point 3.2 in the "Beach Volleyball Inspection Manual") two days ahead of the arrival of the Referee Delegate. He/she should also ensure that the balls are properly stored during the event.
4) The Referee Delegate and the Organizer, including the ball-checker, must inspect all balls the day before the competition as follows (Beach Volleyball standards):
   a) Check that the inner pressure of each ball is as prescribed (0.200 Kg/cm2 inner pressure - see point 3.2. in the "Beach Volleyball Inspection Manual");
   b) Check that the weight and circumference are as follows:
      a. Weight: 260~280g (see point 3.3 in "Beach Volleyball Inspection Manual")
      b. Circumference: 66~68cm (see point 3.4 in the "Beach Volleyball Inspection Manual")
   c) While checking the balls these must be numbered with very small digits (we recommend that this will simultaneously serve as the code for identifying the balls at each court). The results of the inspection must be filled in on the form entitled "Beach Volleyball Check List (for the 1st inspection)";
   d) The same numbering/court code (see above) will serve as the homologation "signature" confirming that these are the only approved balls to be used for the competition.

B. EVERY COMPETITION DAY

1) The Referee Delegate and the checker inspect the inner ball pressure of the competition balls, also the weight and circumference if deemed necessary, including balls for the warm up courts, seventy five (75) minutes before the start of the day/session.
2) At the start of the match protocol, the Referees for each match check the inner ball pressure of all 4 competition balls and adjust it if necessary.
   Note: the checker must be available for responding to any calls on the courts whenever a ball is rejected by the referees or the athletes. This ball should immediately be checked for pressure, weight and circumference.
3) The Technical Supervisor/Referee Delegate, with the assistance of the checker, must pay special attention to the balls when used in rainy weather conditions by replacing the competition balls as much as possible after each set/match (if feasible) in order to avoid excessive water absorption. The balls must also be kept dry by wiping them with a dry cloth.
4) The Referee Delegate and the checker must inspect the inner ball pressure, weight and circumference of the competition balls again at the end of each competition day (session). Any ball considered to be over the approved weight or deformed in shape should be identified and replaced with a new match ball. The inspection process must be conducted as per A. 4) above and relevant data must be collected for the "evaluation sheet for Beach Volleyball (VLS300)".
5) After the daily final inspection the balls must be stored in a dry place where there is no or very low humidity. All used balls must be wiped with a dry cloth before being stored.

C. FINAL DAY OF THE COMPETITION

The Referee Delegate, in coordination with the Technical Supervisor, must complete the form "evaluation sheet for Beach Volleyball (VLS300)" and submit it to the FIVB Technical Department and the Beach Volleyball Events Department as part of the Technical Reporting process.

3. Net and net system

3.1 Net system

Jiangsu JinLing Sports Co., Ltd is the FIVB Official net and net system supplier for Volleyball and Beach Volleyball. Jiangsu JinLing Sports Co., Ltd will provide in 2013 for the center courts of the FIVB Senior World Championships, FIVB Underage World Championships, FIVB World Tour Grand Slam and FIVB Open the following material:
– One net;
– One set of antennae;
– One referee chair;
– One set of posts and post pads;
– One set of adjustable court; lines
– One set of post bases.

Outside courts can be set up with Jiangsu JinLing Sports Co., Ltd net system or eventually with net systems from others suppliers.

3.2 Net

The net is usually 8.5m long and 1m (+/- 3cm) wide when hung taut and placed vertically over the axis of the center of the court. The net has a mesh of 10cm x 10cm as the one used at the 2012 Olympic Games. The FIVB has developed a different net used for FIVB Beach Volleyball competitions only. This net is 8.0m long and has a smaller net mesh allowing the FIVB to display brand logos on the net as per FIVB Regulations. The FIVB reserves the right to modify the net mesh to better enhance the presence of the title sponsor.
Two 7 - 10cm wide horizontal bands, preferably in white made of

two-fold canvas are set at the top and the bottom of the net mesh, and sewn along the full length of the mesh. A cord goes through the holes situated at each extremity of the upper band to fasten the upper band to the posts and keep the top of the net continually stretched.

While a flexible cable is located within the upper band, a cord can be found within the bottom band to fasten the net to the posts and keep its top and bottom taut.
The height of the net must be of 2.43m for the men and of 2.24m for the women, measured from the center of the playing court with a measuring rod. Both ends of the net (over the sidelines) must be at the same height (measured from the playing surface) and may not exceed the official height by more than 2cm.

Two color bands of 5cm wide and 1m long are fastened vertically to the net and placed above each side line. They are considered as part of the net.
Two antennae are fastened at the outer edge of each side band and placed on the opposite sides of the net. Antennae are considered as part of the net and delimit laterally the crossing space. The antenna is a flexible rod of 1.8m long and of 10mm in diameter and is made of fiberglass or similar material.
The top 80cm of each antenna extends above the net and is marked with 10cm stripes of contrasting colors, preferably red and white.
The FIVB and its net and net system supplier will provide the nets, sets of antennae, posts, post pads, referee's chair, court lines and post bases needed for each Grand Slam and Open events organized in 2013, as well as for the World Championships, for all center courts and for the promoters concerned.
4 double faced netscapers featuring the FIVB Sponsors will be displayed (2 on each side) on each net.

3.3 Posts

The posts supporting the net must be rounded and smooth, with a height of 2.55m and must preferably be adjustable. The posts must be fixed to the ground at a distance of 0.7m -1m from each side line. It is forbidden to fix the posts to the ground with wires. Any parts considered dangerous or obstructive must be removed and the posts must be padded. If men's and women's events are organized on the same date and at the same venue, the posts must be easily adjustable to allow a swift change of the net height between the women's and men's matches.

4. Lines

Two side lines and two end lines mark the playing court. Both side and end lines are placed inside the limits of the playing court. There is no center line. All lines are 5cm wide. The lines must be of a single color in sharp contrast to the color of the sand. No advertising or logos are allowed on the lines.
Court lines should be ribbons made of a resistant, non abrasive material, and they must be held at the four corners with buried round wood. While metal anchors are forbidden to fix the lines, any exposed anchor must be made of a soft and flexible material. The line judges should shake the lines in order to clean off the sand at each court switch, timeout, technical timeout or whenever required. It is extremely important to have adjustable, high quality lines as well as flat rakes which will prevent problems during the games.

A manual scoreboard

5. Scoreboards

It is compulsory to have at least one (1) scoreboard on each outside court. On the center court, the FIVB might provide two (2) electronic scoreboards in order to display information as per the Marketing chapter.
The two (2) electronic scoreboards if any must be placed in the position with the best view for the spectators, with the FIVB's approval. Whenever possible, the two (2) center court scoreboards must be placed diagonally at opposite corners of the court on specially built platforms. The platform is placed at ground level with a height from min. 50cm to max. 1m from the sand and the wooden and/or metallic support hidden from view by means of a cover. When possible, it should be dressed with a banner featuring the FIVB event title and the tournament title. In any case, the two (2) scoreboards must be seen by the spectators and on TV. The visibility of the scoreboards must not be obstructed by any advertising material (e.g. sponsor panels). One (1) manual scoreboard must be placed on the scorers table.

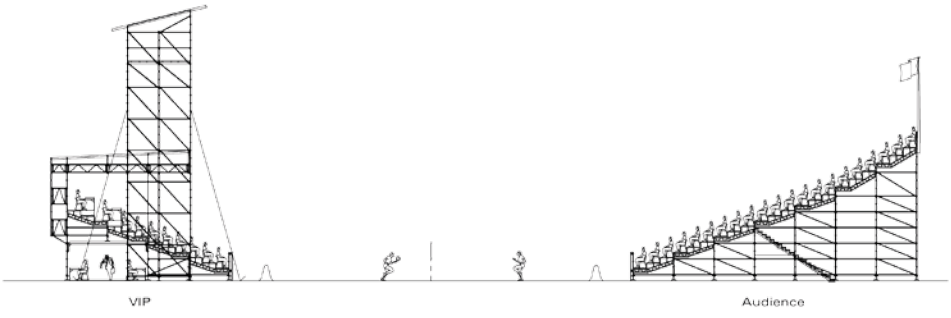
6. Live Scoring on the FIVB Website

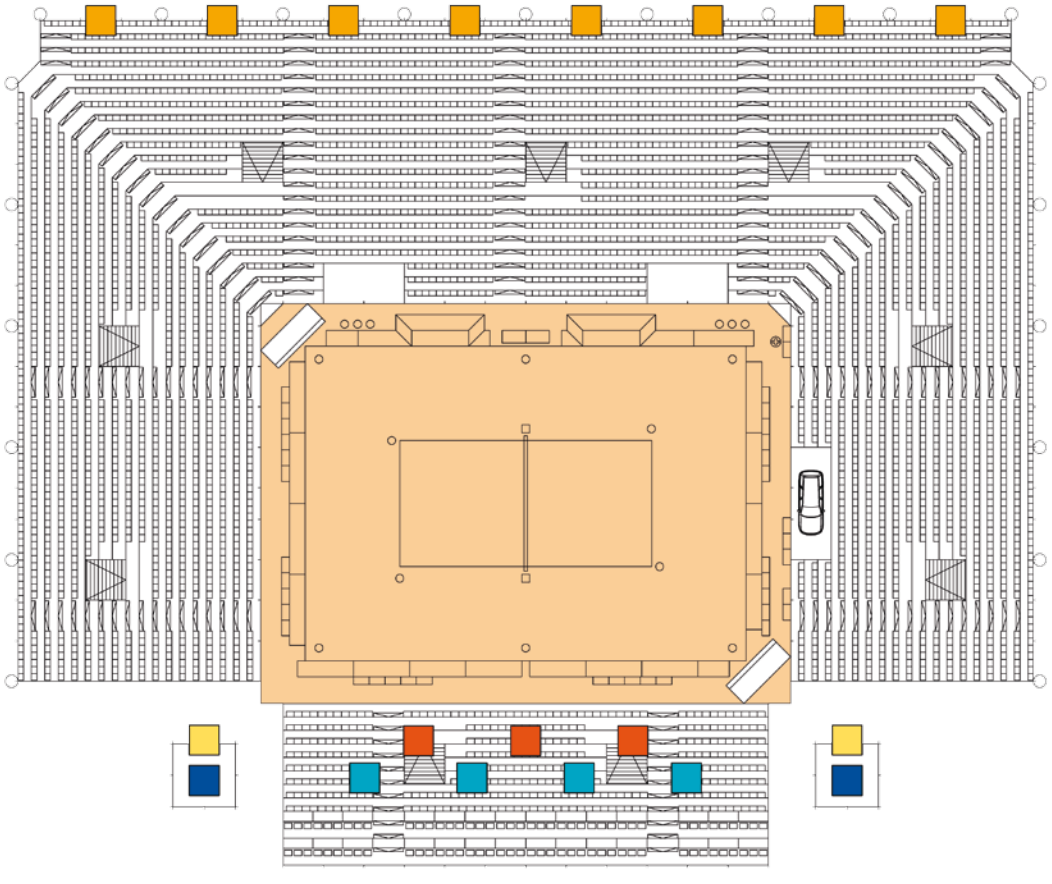
For the FIVB World Championships and all FIVB World Tour Grand Slam and FIVB Open events, the Organizers, whenever required by the FIVB, provide a router with a RJ45 plug connected to the internet with a DSL line.

7. Wet Bulb Globe Thermometer Device ⇩

On the center court, a device to measure the wet bulb globe temperature (WBGT) (a combined measure taking into account air temperature, direct sunshine, radiant heat, wind and humidity) should be available. The Wet Bulb Globe Temperature must be measured during the FIVB World Championships, FIVB World Tour Grand Slam and FIVB Open events. Measurements are made by the referees 5 minutes before the start of each match on the center court from the first match of the day until the last match in accordance with the FIVB Heat Stress Monitoring Protocol.

Modular Stadium: Lighting and Audio Conception





Legend

- Court & Audience Lighting positions
- Court Lighting positions
- VIP Lighting positions
- Audience & Court Audio positions
- VIP Audio positions

Short Specifications

Audio Spec.:

- Distribution: even coverage on all seats
- Output: 100dB, A-weightet
- Frequency Response: linear 50Hz-16kHz
- Note: Free visibility to the playing court must be guaranteed

TV-Lighting Spec.:

- Distribution: uniformly on playing court, banners and audience
- Intensity on court: min.1500lux, horizontally measured at 1m above ground
- Color temperature: 6000K
- Note: Free visibility to the playing court must be guaranteed

Conception Lighting and Audio	format	drawn by	date	revision
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modernlight
Event Management and Production

MODULAR STADIUM

Outside court in Rome

technicalities. The promoter must follow these guidelines and consider and adapt to local conditions in order to meet the competition requirements or, alternatively, employ a lighting engineer 60 days prior to the event to provide the FIVB with the lighting plans for the event's venue. The lighting systems must be directed partially on the audience for entertainment and TV purposes.

12. Water Pipes

courts must be watered before every match and during the games whenever deemed absolutely necessary. In high temperature conditions, hoses should be provided to water the courts' surfaces.
In case neither a high pressure water system nor hoses are available to water the sand, additional personnel may be needed to water the sand between matches with manual sprinklers (or water canisters).

8. Panels

Even though all venues differ in size, both the space available around the court and the side and backdrop panels displayed must be of standard dimensions.
Organizers must strictly comply with the advertising panel layout included in the Marketing chapter and respect the specifications for panel sizes and numbers around the court(s). Panels must be made of a rigid material, easy to clean and must not represent any danger to the athletes. The second row of panels must be clearly positioned and the first row should not obstruct the visibility of the second row. The third row should also be set up at least 1.5m from the last row of the bleachers.
If Promoters decide to use, upon approval from the FIVB, rotating panels in the first rows, these panels must be used as indicated in the Marketing chapter.

9. Flags

Flags featuring the sponsors' logos should be set up vertically and should be placed at least 1.5m above the last row of the bleachers. The flags of each participating country (to be displayed in alphabetical order by country code with the exception of the hosting country which must be placed first counting from left to right) must be displayed as indicated in the Marketing chapter.

10. Billboards

Three billboards with the competition brackets and three billboards with the court assignments must be located at the entrance of the stadium for spectators (min. 4m x 2m), in the press center (min. 2m x 1m), and in the athletes' lounge (min. 2m x 1m) and must be constantly updated with match results and with details of the next matches. The information displayed on the billboards should, if possible, also be printed.

11. Lighting System

For tournaments organizing night sessions or whenever needed or requested, the lighting system must provide a minimum of 1500 lux. measured 1m above the playing area. Night matches and lighting systems must be only be considered in certain countries where a fully packed stadium during night matches can be guaranteed.
The lighting system should be ready for the appropriate testing and homologation by the FIVB Technical Supervisor and a Host TV Broadcaster representative at least 3 days prior to the start of the event.
The FIVB will provide, upon request, the complete guidelines (in addition to the minimum required 1500 lux.) for the lighting setup, including the number of towers needed for the lights, their height and position , the number of lights and wattage of each light, etc. Venue Consultants can also advise the parties concerned on such

13. Rototiller Machine

A minimum of one (1) rototiller machine must be provided and available during the entire duration of the event to improve the quality of the sand (especially in wet weather conditions).

14. Wind Sleeves

A wind sleeve and an anemometer should be available in order to constantly monitor wind speed and direction.

15. Towels

Promoters are not obliged to provide towels for the athletes, but can use the support of the event's sponsors to provide this material. If athletes are authorized to use their own towels, they will then be responsible for bringing them to the venue and will have to respect the sponsor's size regulations.
However, promoters are required to provide small towels for line judges and ball retrievers. In case of rain, bigger towels for the ball retrievers should be provided.

H. Homologation of Stadium and Facilities

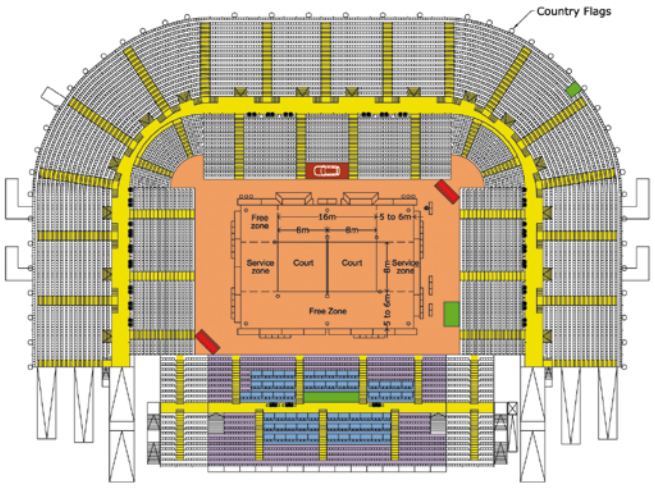
An inspection visit must be carried out by the FIVB Technical Supervisor three (3) days before the start of the Qualification Tournament in order to check that the stadium structure, the courts and the sport materials provided conform to FIVB requirements.
The stadium and facilities must be ready (including panels, flags of participating countries, FIVB Beach Volleyball Event's Flag, FIVB Flag, Eco Flag, etc.) for an accurate inspection by the FIVB Technical Supervisor at the very latest the day before the start of the Qualification Tournament at 2:00 pm. The FIVB Technical Supervisor is responsible for verifying that all required courts, including the warm up court(s) are set up according to the FIVB requirements.
The FIVB Referee Delegate, Tournament Director, Competition Director and Operational Director must attend the inspection visit.
Only the FIVB Technical Supervisor is authorized to homologate the courts. Should a venue not be homologated by the FIVB Technical Supervisor in due time, he/she can then decide to postpone the start of an event until all measures of security are guaranteed and the requirements are deemed to have been fulfilled by the promoter.
The FIVB Technical Supervisor must fill out the Stadium and Facilities Homologation Checklist (BVB/29 form) and email it to the FIVB Beach Volleyball Department before the start of the Qualification Tournament. Any additional comments about the status of the venue, courts and facilities should also be included. The court equipment checklist (BVB/30 form) must also be verified.

ITEMS	BRAND / MEASUREMENTS	QUANTITIES (for a 32-team Single Gender Open Event)
Sand	In accordance with FIVB require.	as required by the FIVB (depth min. 40 cm and sand composition as per FIVB requirements)
Balls	MIKASA VLS-300	50 for single gender /80 for double gender / 60 for FIVB Underage World Championships / 250 for FIVB Senior World Championships
Posts	In accordance with FIVB require.	1 set (center court) + 3/5 sets (outside courts) + 1/2 sets for warm-up courts
Post pads	In accordance with FIVB require.	1 set (centercourt) + 3/5 sets (outside courts) + 1/2 sets for warm-up courts
Net/Net antennae	In accordance with FIVB require.	1 (center court) + 3/5 (outside courts) + 2 (reserve) + 2 for FIVB World Tour Grand Slam
Lines (5cm)	In accordance with FIVB require.	1 set (center court) + 3/5 sets (outside courts) + 2 for FIVB World Tour Grand Slam
Referee's chair (adjustable height)	In accordance with FIVB require.	1 set (center court) + 3/5 sets (outside courts)
Referee's chair pads	In accordance with FIVB require.	1 set (center court) + 3/5 sets (outside courts)
Net camera	(when requested by HTVB)	1 for center court only
Net microphone	(when requested by HTVB)	1 for center court only
Net measuring rod	2.5 m. long	1 per court + 1 (reserve)
Panels (static)	1 m. x 3.50m	As per agreement
Sound system	5000 watts	1 for center court
Wireless lapel/off. microphone for 1st Ref.	(integrated with the announcer/DJ)	1 or 2 (center court: FIVB World Tour Grand Slam/ FIVB World Championships)
Scoreboards		2 electronic center court/1-2 manual outside courts
Video Board		1 (center court: FIVB World Tour Grand Slam/ FIVB World Championships)
Wet Bulb Globe Thermometer		1 for center court only
Manual scoreboard (table flip chart)	In accordance with FIVB require.	1 per court + 1 (reserve)
Sport equipment holder	(balls, LJ flags, paddles, gauge, etc.)	1 per court + 1 (reserve)
Scorers' table	2 x 0.6 x 0.7 m.	1 per court
Scorers' chairs	2 per court + umbrella for scorers	1 per court
Electric Buzzer	placed on the scorer's table	1 on center court
Paddles numbered 1 & 2	(scorer to control service order)	1 set per court + 1 set (reserve)
Lines judges' red flags	30 x 30 cm.	4 per court
Athletes' chairs		4 per court
Umbrella for athletes' area		2 per court
Ice chest	Capacity for 12 l. (min)	3 per court
Towels for the athletes		1 per Main Draw athlete at least
Towels for the line judges		1 per line judge + double quantities allowing daily washing
Towels for the ball retrievers	30 x 40 cm/bigger for rainy days	4 per court + double quantities allowing daily washing
Levelling rakes	Flat/1 meter	2 per court + 2 reserve
Hand pump		1 per court + 1 (reserve)
Electric inflator		1 + 1 (reserve)
Ball pressure gauge	Units in mbar or hPa	1 per court + 1 (reserve)
Ball Circumference Device	Mikasa	1 for all courts
Ball weighing scale	Mikasa	1
Anemometer		1
Wind sleeve		1
Rototiller machine	available during the entire event	1 minimum
System for watering the court		1 water pipe or 6 manual sprinklers/court
Walkie-talkie		1 per court + Officials as required
Cellular telephone for FIVB Officials		1 per FIVB Official as required
Medical First aid set	(placed at the scorers table)	1 per court + 1 (reserve)
Billboard (brackets and court ass.)	In accordance with FIVB require.	3 each (Stadium entrance/Press Center/athletes' lounge)
Optional: Lighting system	(measured 1m. above court surf.)	min. 1500 lux. for center court, min 1000 lux. for other courts
Alcohol test device/digital (recommended)	enough tests (or mouth pieces)	
Doping Control whenever required by the FIVB	N/A	as per FIVB-Organizers agreement

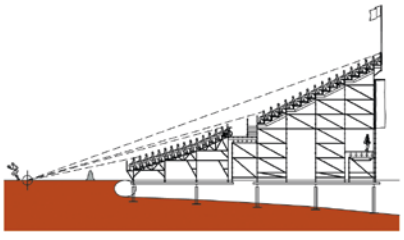
* Further details on how to inflate the Mikasa balls are enclosed in the Mikasa handling VLS 300 Mikasa kit

Cars and pickups route
Trucks route (during installation periods)
Cars and pickups parking
Shuttles stop, cars and pickups short parking
Trucks loading area (during installation periods)
Athletes' entrance
Media area
No public area
Venue perimeter
Accredited only entrance
Safety controlled entrance
Fire extinguisher (with sand reserve close to power generators)
GRID STEP (YELLOW DOTS) = 5 METERS
1: Court 1
2: VIP tribune (400 seats), President's box (20 seats)
3: Main Tribunes (4000 seats)
4: Ground floor - doctors, antidoping, lockers, massage, ...
4: First floor - RedBull lounge, referees, athletes (600 seats)
4: Second floor - VIP balcony
5: Ground floor - local staff, technical area
5: First floor - press center
6: Catering, kitchen
7: Courts 2-4
8: Tribunes (1000 seats)
9: Warmup courts
10: MIKASA POS
11: Technical tower
12: Showers
13: Security office
14: Videowalls
15: Mixed area
16: TV compound
17: Coaches tent
18: VVIP / World Class tent
19: Accreditations
20: Open showers
21: Stage
22: FIVB
An ideal venue layout featuring all courts in the same direction, facilities nearly and easy access for the spectators
Generator
Generator
Protecting net
Sponsor's / Merchandising
31*41
22*28
18*26
01
03
03
Subway station "Park Pobedy / Victory Park"
Kutuzovsky avenue

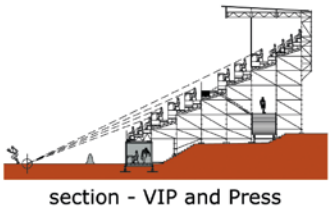
Venue layout of the 2012 SWATCH World Tour Moscow Grand Slam



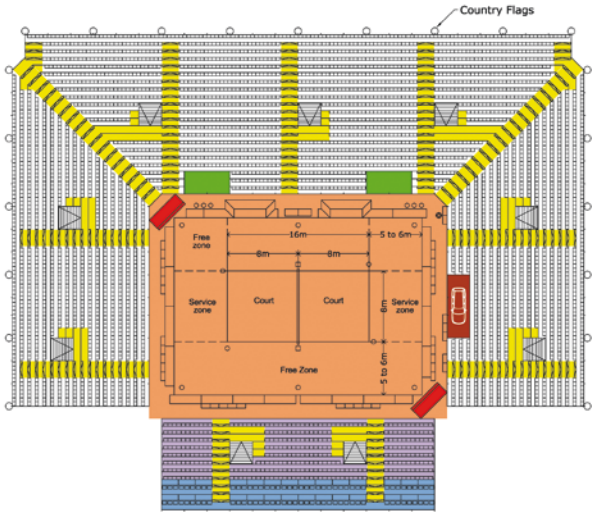
Minimum capacity: 8.000 Seats (FIVB World Championships)



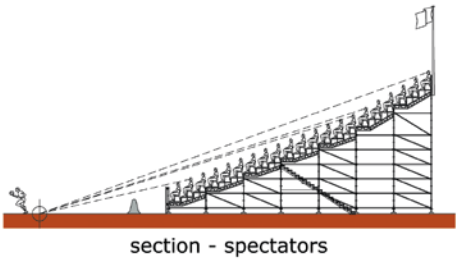
section - spectators



section - VIP and Press

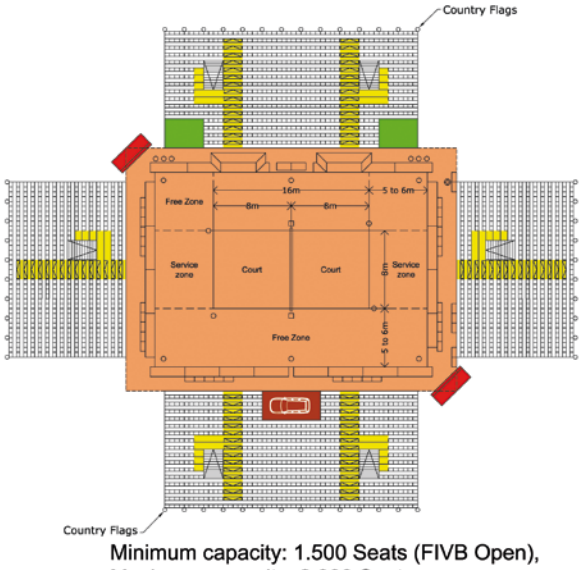


Minimum capacity: 3.500 Seats (FIVB World Tour Grand Slam)

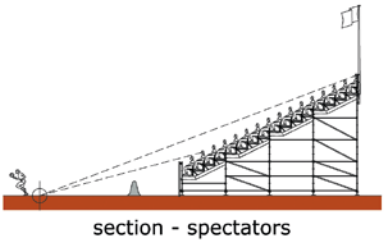


section - spectators

section - VIP and Press



Minimum capacity: 1.500 Seats (FIVB Open),
Maximum capacity: 2.000 Seats



section - spectators

legend

VIP	Evacuation way
Press	Camera Platform
Court	Presentation Platform
Working/Storage Rooms	Scoreboard

Modular Stadia

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MODULAR STADIA

The official cars of an event ensure an effective transportation

3.5 Transportation

A. International Transportation

The host city of any FIVB Beach Volleyball event must be located close to an international airport or, alternatively, the distance between the international airport and the competition venue must, in principle, not exceed 1 hour by bus or train. International transportation plans and itineraries for the FIVB Officials/consultants, and International Referees (when applicable) must be provided by the organizers if possible 2 months before the event. If possible, final confirmation of the travel itineraries should be sent by the organizers one month before the event. The Organizers, in collaboration with their Travel Agency, must coordinate the travel arrangements directly with the people concerned.

1. FIVB President

The FIVB, in collaboration with its Travel Agency must coordinate the FIVB President's travel arrangements (whenever required).

2. FIVB Officials

The Promoter of the event must provide a roundtrip airplane ticket (economy class) for the FIVB TV Coordinator for a yearly TV inspection visit to be carried out at least 2-3 months before an event, whenever an inspection visit by the Technical Supervisor will not be carried out.
The Promoter is responsible for providing a roundtrip airplane ticket (economy class) for the FIVB Technical Supervisor inspection visit, to be carried out at least 2-3 months before an event if deemed necessary. If a TV inspection visit is also carried out, the FIVB will cover the roundtrip airplane ticket (economy class) for the FIVB TV Coordinator.
The Promoter must provide a roundtrip airplane ticket (economy class) for each event for the FIVB Technical Supervisor, the FIVB Referee Delegate, the FIVB Media Operations Delegate, the FIVB TV Coordinator(s), the FIVB Marketing Delegate (if any) and the FIVB Medical Delegate (whenever required). The promoter is also responsible for providing a roundtrip airplane ticket(s) (economy class) to the Assistant Referee Delegate(s) if the event will take place in more than one venue or if courts are located far apart from one another. The breakdown for the arrival and departure time of each official is as follows:

- The FIVB Technical Supervisor must arrive on site three (3) days before the start of the Qualification Tournament for FIVB World Tour Grand Slam and FIVB Open events and five (5) days before the start of the Qualification Tournament of the FIVB World Championships.
- The FIVB Referee Delegate and the Assistant Referee Delegate (if necessary) must arrive on site two (2) days before the QT (at the latest at 2:00 pm), and three (3) days in case pre-preparation clinics for Host NF Referees and Auxiliary Officials for FIVB World Tour Grand Slam and FIVB Open will take place. For the FIVB World Championships, they must arrive three (3) days before the event, and four (4) days in case of pre-preparation clinics for Host NF Referees and Auxiliary Officials.
- The Media Operations Delegate is required to arrive 1 day before the start of the Qualification Tournament.
- The TV Coordinator(s) must in principle arrive on site one day before the start of the TV Production. One TV Coordinators and one TV Highlight program producer will attend the FIVB World Championships, while one TV Coordinator only will officiate during the FIVB Open and FIVB World Tour Grand Slam events. The Highlights Crew must in principle arrive on site one day before the start of the Main Draw.
- The FIVB Medical Delegate (if any) is normally required to arrive one (1) day before the start of the Main Draw. However, this may be adjusted according to the FIVB Test Distribution Plan (without increasing in any way the cost for the organizers). If doping controls are to be carried out during the Qualification Tournament, earlier arrival may be necessary. All communications related to the Medical Delegate transportation must remain strictly confidential.
- The FIVB Photographer (if any) is required to arrive on site one (1) day before the start of the Qualification Tournament.
- All FIVB Officials must leave the day after the conclusion of the tournament or as the number in courts in use reduces and their presence is no longer needed.

The FIVB Officials are responsible for paying their own transportation costs for travel from their home to the airport of departure (and vice versa), any passport and visa-related costs, parking fees and/or any personal travel or medical insurance, etc. If different conditions than those laid out above are required (e.g. FIVB Official to pay for their own ticket, different conditions for reimbursement etc.), the FIVB Official concerned must receive written agreement from the FIVB.

3. International Referees and International Referee Candidates

3.1 FIVB Senior World Championships and FIVB World Tour Grand Slam events

For FIVB Senior World Championships and FIVB World Tour Grand Slam events, the Organizers, in collaboration with their Travel Agency, must coordinate all International Referees' travel arrangements directly with the people concerned.
The Organizers must provide a roundtrip airplane ticket (economy class) for each of the International referees assigned by the FIVB under the NEUTRAL quota plus a roundtrip airplane ticket (economy class) or a roundtrip train ticket (if the referee lives in the host or nearby countries) for each of the International referees assigned by the FIVB under the LOCAL quota.

3.2 FIVB Open events, and FIVB Underage World Championships

For FIVB Open events, and FIVB Underage World Championships, the Organizers, in collaboration with their Travel Agency, must directly coordinate with the people concerned, the travel arrangements for the International referees assigned under the NEUTRAL quota. The Organizers must provide a roundtrip airplane ticket (economy class) for each of the referees.
For the International referees and International referee Candidates assigned by the FIVB under the LOCAL quota, the respective National Federation will be responsible for providing the referee with a roundtrip airplane ticket (economy class) or a roundtrip train ticket (if the referee lives in the host or nearby countries).

3.3 Generalities

Referees are required to arrive on site two (2) days before the start of the Qualification Tournament and must be available starting from 08:30 am the day before the Qualification Tournament to attend the mandatory Referee Clinic.
The International Referees are responsible for paying the costs related to their domestic transportation including airfares for internal flights, train tickets to the airport of departure, parking fees and/or any personal travel or medical insurance. If different conditions than those laid out above are required (e.g. FIVB Official to pay for their own ticket, different conditions for reimbursement etc.), the International Referee concerned must receive written agreement from the FIVB.

If any of the above conditions are not adhered to by the referee, including non-respect of dates of travel as stated in the agreement signed with the FIVB or as otherwise informed by the FIVB Beach Department and/or the Refereeing Commissioner, (e.g. early release of referees requested by the organizers, etc.), they will no longer be assigned to the event concerned and will be expected to reimburse any travel costs (if tickets have already been issued by the organizers), or any other related costs that may result from their late replacement.

Shuttles are also implemented by Promoters for the local transportation

4. FIVB Sponsors, Partners and Media Representatives
The FIVB Sponsors and partners as well as media representatives are responsible for coordinating their own international travel arrangements.

B. Visas and Passports

1. FIVB President (if required), FIVB Officials, FIVB Neutral International Referees, FIVB Sponsors/ partners and media representatives
Organizers must provide an invitation letter to the FIVB President (if required), FIVB officials, foreign Referees, FIVB Sponsors and partners, as well as media representatives, in order to assist with the process of obtaining visas.
The above parties are responsible for paying any costs related to passport and visa administration processes.

2. Athletes
The respective National Federations of the participating athletes are responsible for obtaining all appropriate visas for their teams. The host National Federation is required to promptly issue an invitation letter duly signed and sealed for the people concerned upon receipt of an official request from a foreign National Federation. The National Federations and/or the athletes are responsible for paying any costs related to passport and visa administration processes.

C. Local Transportation

1. Generalities
Local transportation (to/from the airport-hotel-venue-social activities, etc.) plans and arrangements must be presented to the FIVB Technical Supervisor during the yearly inspection visit (if any). Organizers must send their local transportation plan to the FIVB two (2) months before the start of the event.
Organizers are responsible for bearing all costs related to the local transportation for the FIVB President (if applicable), FIVB Officials, Referees and Main Draw teams. Assistance should be also given to the FIVB Sponsors and partners, as well as media representatives. Information and details about the local transportation must be included in the event's regulations (BVB/06 form).
In case local transportation is required from the hotel to the competition site, a shuttle bus service must be provided at 30 minute intervals. A minimum of two minibuses should be available starting from 5 days before the beginning of an event until 2 days after the end of an event. The capacity of each minibus must be in accordance with the needs of each tournament.

Fair Play needs to be Promoted to all Citizens in a Comprehensive Manner

2. FIVB President
Organizers are responsible for welcoming the FIVB President upon his arrival at the airport, as well as for accompanying him back to the airport upon his departure (whenever required).

3. FIVB Officials
Organizers must welcome the FIVB Officials (including the English TV Commentator) upon their arrival at the airport and organize local transportation from the airport to the hotel and back, as well as from the hotel to the venue and back and to/from social activities, etc. (whenever necessary). The Technical Supervisor must verify upon his/her arrival on site that the local transportation is suitable for the needs of the Referees schedule every day.

4. Referees
The organizers must welcome the Referees upon their arrival at the airport (or train station if applicable) and organize local transportation from the airport or the train station to the hotel and back.
Organizers must ensure that the Host National Federation referees arrive in due time at the competition site for the Referee Clinic (09:00 am the day before the Qualification Tournament), or for the extra local referee clinic (08:30 am the day before the standard referee clinic). Whenever needed, the Organizers must provide local transportation from the hotel to the venue and back as well as to/ from social activities, etc. (if requested) for all referees officiating at the event.

5. Athletes
Organizers must welcome and guarantee local transportation, starting five (5) days before the beginning of the Main Draw, only and exclusively for the Main Draw athletes who have duly informed the organizers about their travel schedule at least three (3) days before the start of the event through the BVB/31 form. A person (fluent in English) and easily identifiable by a sign with the FIVB Beach Volleyball event's logo must welcome the athletes upon their arrival at the airport. This person is responsible for providing the Qualification Tournament athletes with information about local transportation from the airport to the competition site (e.g. bus numbers, underground transportation, prices, etc.), as well as for informing the Main Draw athletes about the local transportation to be provided by the Organizers from the airport to the hotel and back.
The buses or cars used for the transportation of athletes must be air conditioned and of a good standard. These vehicles must also be large enough to transport the people concerned with their luggage from/to the airport/hotel.
The organizers must also provide transportation from the hotel to the airport for Main Draw athletes departing before the end of the competition, as well as to/from social activities, etc. (if requested).
Organizers are not responsible for the local transportation of coaches, teams' physiotherapists, athletes' guests and athletes' family members.

6. Media Representatives (Journalists, Photographers, etc.), FIVB Sponsors and Partners
A shuttle service for media representatives from the hotel to the press center and the competition site, as well as to/from social activities, etc. (if requested) is recommended. A reasonable number of minibuses with drivers must be used to provide a frequent shuttle service.

An Official Event hotel in Gstaad

3.6 Board and Lodging

A. Hotels

1. Generalities

Information on the board and lodging (in hotels equipped with air conditioning) for the FIVB President (whenever requested), FIVB Officials, Referees, Main Draw teams, as well as recommended hotels for Qualification Tournament teams (with breakfast, lunch and dinner in camp sites, hostels, 2, 3 or 4 star hotels), including addresses, telephone/fax numbers, email addresses, websites and rates, must be presented to the FIVB for approval four (4) months before the event (in order to be posted on the FIVB Website at least 2 months before the start of the season). This information must be included in the event's regulations sent to the participating National Federations 21 days before the start of the event.

Promoters must avoid costs related to corkage or pouring fees for any function held at official hotels during the event and must not appoint agents to manage, sell, or distribute any of the agreed rooms at the official hotels, or in relation to any functions to be staged during the event, without the prior written consent of the FIVB.

2. FIVB President

The organizers must provide first class accommodation (1 presidential suite) whenever the FIVB President is invited to attend the event.

3. FIVB Officials

In accordance with the arrival and departure requirements as mentioned in point 3.5 in the transportation section, the FIVB Delegates must be accommodated as follows:
The FIVB Technical Supervisor must be lodged in the same hotel as the Main Draw teams and, if possible, with other FIVB Officials.
The FIVB Referee Delegate must be lodged in the same hotel as all referees and, if possible, in a different hotel than the athletes. The same applies for the Assistant Referee Delegate (if assigned by the FIVB).
The FIVB Media Operations Delegate, TV Coordinator and Highlights Crew must be lodged, if possible, in the same hotel as the Main Draw teams.
The FIVB Medical Delegate (if assigned) must be lodged in the same hotel as the Main Draw teams. All correspondence related to his/her accommodation must remain strictly confidential.
The Photographer (if assigned) must be lodged, if possible, in the same hotel as the Main Draw teams.
The FIVB English Commentator must be lodged in the same hotel as the Main Draw teams and, if possible, with other FIVB Officials. The English TV Commentator's accommodation expenses will be paid by the FIVB.
All FIVB Officials must leave the day after the conclusion of the tournament, if not requested the leave beforehand at the end of their duties.
All board and lodging costs (single room) for the FIVB Technical Supervisor, FIVB Referee Delegate, FIVB Media Operations Delegate, FIVB Photographer, FIVB Medical Delegate and FIVB TV Coordinator(s) must be paid by the Promoter.

4. Referees

Organizers must provide hotel accommodation (usually no less than a 3 star rating) in double rooms for all referees assigned to the competition. Referees must be lodged in a different hotel to the Main Draw athletes. The Promoter must do its utmost to lodge all referees in one single hotel only.
Other than in cases where the release of a certain amount of the referees assigned under the LOCAL quota has been approved in advance, the total number of referees for the event must be kept in principle unchanged until the very end of the competition in order to allow specific functions to be fulfilled whenever needed (e.g. scorers and line judges). All board and lodging costs (double room) for the Referees must be paid by the Promoter.

5. Athletes

Organizers must provide, at their own charge hotel accommodation (usually no less than a 3 star rating) in double rooms for the 32 teams participating in the Main Draw (per gender).
For FIVB Open and FIVB World Tour Grand Slam events, accommodation for all Main Draw teams must be paid by the Promoter only until the day after their elimination from each event (breakfast). Teams are requested to arrive one day before the Main Draw (check-in) and leave the day after their elimination from each event (check-out).
The promoter will also pay for an additional night's accommodation for the finalist teams on Saturday for the women and on Sunday for the men. The hotel should be located, if possible, within walking distance of the venue (max. 1000m.). All athletes should be lodged at the same hotel. The rooms must be large enough for 2 people and have separate beds with firm mattresses and solid frames. The rooms must be available at 12:00 pm at the latest on the day of the athletes' arrival. The Promoter should agree with the hotel to have 4 or 5 rooms available for early check-in for athletes arriving early in the morning. After the publication of the official list of room assignments, the Promoter is not held responsible for any modifications made directly by athletes to the hotel reservations.
Promoters should reserve 20 extra rooms in the Main Draw hotel from the Monday of the week the event will take place, which can be released 21 days prior to the event if not reserved by the athletes.

VIP Service

6. Others

- The Promoters are requested to assist the FIVB Sponsors and partners, as well as the media representatives, with their hotel room bookings, if possible, in the same hotel as the Main Draw teams.
- FIVB Partners or Suppliers have the right to reserve a number of first class Hotel Rooms in the Official FIVB Hotel at FIVB family rates.
- FIVB Sponsors and partners, as well as the media representatives, are responsible for all costs related to their rooms and meals.
- Organizers must place an information board in the hotel lobby and another one in the athletes' area at the venue. The boards should regularly be updated with the following information:
  - Current event: technical meeting and preliminary inquiry programs (place and time), competition program, information on board and lodging, shuttle bus service timetable (whenever needed), Daily Bulletin of the previous competition days, Organizing Committee members' telephone and fax numbers, etc.
  - Next events: event's regulations as sent by the National Federations (entry, airport, competition program, etc.), entry list and wild cards, etc.
- All extra costs related to telephone calls, additional days for personal reasons and/or meals, mini-bar, laundry, etc. must be charged directly to the guests concerned (prior to their departure from the hotel).
- If these guests leave the hotel without paying their personal bills, the Organizers should then immediately contact the relevant National Federations. The FIVB should only be contacted if a National Federation refuses to assist the Organizers in obtaining a reimbursement for the costs incurred by the FIVB Officials, Referees and/or athletes. The payment of the athletes' Prize Money, as well as the Per Diem for FIVB Officials and Referees, will immediately be held until the athletes, FIVB Officials and Referees reimburse these costs.
- In case of severe weather conditions, the FIVB Officials, Referees and athletes may be asked to stay an additional day to play the final matches. The Organizers are then responsible for paying the costs related to the additional day of board and lodging for the parties concerned.

B. Meals

Food in sufficient quantities must be guaranteed by the Promoter for the FIVB Officials, Referees and athletes according to the FIVB Medical Regulations. Menus must be designed to be nutritious, tasty and of excellent quality including hot and cold food.
The Promoter should use a catering service at the venue to serve lunch to the FIVB Officials, Referees, Main Draw athletes and guests. Three basic meals must be served each day, plus a snack, as follows:

- Breakfast: cereals, bread, yogurt, honey, fruit and fruit juice, marmalade, eggs, skimmed milk, coffee, tea, etc.
- Lunch and Dinner: carbohydrates (pasta, potatoes, rice, etc.), proteins (red and white meat, fish, tofu, eggs, etc.) vegetables, salads, fruit, cheese, etc.

Menus must be approved by the FIVB Beach Volleyball Department (-30 days) and by the Technical Supervisor before the start of the event.

Fruit, sandwiches, coffee, tea and energy drinks (such as PowerAde, Gatorade, Fitgar, etc.) must also be available in sufficient quantities for the athletes at the competition site.
Still mineral water contained in sealed plastic ¼ or ½ liter bottles must be available at the venue at all times for the athletes, staff, officials and volunteers. Catering services must be available at the venuw from 11 am until 3 pm. Opening hours should be extended to cater for athletes, court staff and officials on days when night matches will be held. The same policy applies to meals served at the hotel if adjacent to the venue and used instead of a catering service.
During the competition, fruit, snacks and drinks must be available at all times in the athletes' lounge, press center and referees' and lines judges' lounges.
Food and drinks must be replenished regularly on the courts, in the VIP area and in the athletes', referees' and line judges' lounges.
The time of meals should meet the needs of the Officials' daily schedule and must be coordinated by the FIVB Technical Supervisors upon their arrival on site.
Finally, a consistent and flexible nutrition policy must also be available for Referees and Auxiliary Officials (food and refreshments must be available for them at any time).
The Promoter is not responsible for the meals of coaches, team's physiotherapists, athletes' guests and athletes' family members.

VIP area

The players get their uniforms at the Main Draw Technical Meeting

3.7 Preliminary Inquiry Meeting and Technical Meeting

A. General Principles

The athletes' attendance at the Preliminary Inquiry and at the Technical Meeting (Qualification and Main Draw) is mandatory. All relevant information concerning the place and time of the Preliminary Inquiry and the Technical Meeting (Qualification and Main Draw) must be included in the competition regulations sent by the Hosting National Federation to the participating National Federations and the FIVB Officials no later than 21 days before the start of the FIVB World Tour Grand Slam and FIVB Open and no later than 1 month before the start of the FIVB World Championships. This information will be posted on the FIVB website. Athletes are responsible for obtaining the information on the location and the dates of the meetings from their respective National Federations and/or by consulting the FIVB website.

If, due to exceptional circumstances, an athlete cannot participate in the Preliminary Inquiry and/or Technical Meeting (Qualification or Main Draw) for the event he/she is taking part in, he/she may be excused by the FIVB or the Technical Supervisor on site.

Technical Meeting

B. Preliminary Inquiry

Two Preliminary Inquiries are held, the first one the day before the Qualification Tournament and the second one the day before the Main Draw. These Preliminary Inquiries are conducted by the FIVB Technical Supervisor in collaboration with the Organizers, before the Technical Meeting, and allow for the eligibility of each athlete to be checked.

The purpose is also to check:

- That the athlete is present
- The identity of the athletes through checking of their FIVB ID cards or passports. If an athlete does not have an FIVB ID Card number or passport, he/she must then provide the FIVB Technical Supervisor with the official 2013-2014 NF-Athlete's Commitment if not already previously sent or faxed to the FIVB duly completed;
- The conformity of the athletes' uniforms and accessories, if required by the FIVB Technical Supervisor;
- That the FIVB Number 1 or 2 assigned through the BVIS corresponds to the numbers on the uniforms;
- The FIVB World Ranking points and seeding;
- The athletes' flight itinerary for the next FIVB Beach Volleyball events in the calendar (for communication to the Organizers of the next events through the BVB/31 form);
- Any other information about the athletes' eligibility and participation, upon request of the FIVB Technical Supervisor.

The Preliminary Inquiry is usually carried out at the athletes' hotel in a room located close to the Technical Meeting room and should finish, if possible, at least one hour prior to the scheduled time of the Technical Meeting to allow the Technical Supervisor to prepare the Draw and any relevant information to be communicated during the Technical Meeting. Athletes have to confirm their presence at the Technical Meeting by signing in during the preliminary inquiry from 12.00 until 17.00/18.00. This will give the organizer and Technical Supervisor time to make adjustments to the seeding and match schedule and make sure that everything is ready for the Technical Meeting in the evening.
At the end of the Preliminary Inquiry, the FIVB Technical Supervisor must approve the final list of eligible participating teams and attend the Technical Meeting. The attendance of all athletes at the technical meeting is mandatory even if they attended the Preliminary Inquiry from 12:00 to 18:00.

C. Technical Meeting

Two Technical Meetings are held, the first one the day before the Qualification Tournament and the second one the day before the Main Draw. Only participants with accreditations will be allowed to attend the Technical Meeting. These meetings are conducted by the FIVB Technical Supervisor in collaboration with the Organizers. The Technical Meeting must take place at the Main Draw athletes' hotel and last no more than 30 minutes.
The FIVB Technical Supervisor chairing the meeting provides athletes with technical information about the competition and gives the floor to one Promoter's representative, one host National Federation Delegate, and the FIVB Referee Delegate. The FIVB Technical Supervisor may allow sponsors, Host TV Broadcasters, journalists, authorities, etc. to attend the Technical Meetings as observers upon request. In principle, neither local authorities nor sponsors' representatives should be involved in the Technical Meeting.

Athletes who do not attend the Technical Meeting may not be permitted by the FIVB to participate in the competition. Under special circumstances, exceptions may be considered by the FIVB Technical Supervisor, if the respective National Federation/athletes send in writing and in due time valid, documented explanations for the non-attendance of the athletes to the Organizers and the FIVB Beach Volleyball Department.
At the end of the Technical Meeting, Organizers must ensure that the Daily Bulletin is distributed to all participating teams. The match schedule must be given either at the end of the Technical meeting or within maximum 1 hour from the end of the Technical Meeting.

Drawing of lots

The FIVB may require the duration of the Technical Meeting to exceptionally be extended in order to provide athletes with information about TV distribution, FIVB Sponsors demands, medical controls, FIVB media activities, etc.
All athletes will be required to attend at least one of the media training seminars every year held at the Technical Meeting before the Main Draw of each event by the Media Operations Delegate.

2. Drawing of Lots

The drawing of lots must take place during the Technical Meeting and must be conducted by the FIVB Technical Supervisor. The drawing of lots will determine the seeding of some of the tied teams and of the host country teams. The drawing must if possible be made by one or more athlete(s) but not by any member of the Organizing Committee.

3. Requirements for the Technical Meetings

The Organizers must provide the following:

During the Preliminary Inquiry (Qualification and/or Main Draw), the Technical Supervisor shall provide each athlete with a form to be filled out with the following information:

– Local contact information (e.g. hotel room no., mobile phone, email) in case the athlete is not staying at the official hotel, so that athletes may be informed by the Promoter or Technical Supervisor about any emergency or contingency situations, such as changes to the competition schedule due to weather conditions or other force major situations. Although it is also the athletes' responsibility to obtain this information (e.g. match schedule, Daily Bulletin), having direct contact information for the athletes can be useful.

1. Technical Meeting Agenda

The Technical Meeting must be organized according to the following agenda:

– Welcome by the FIVB Technical Supervisor, National Federations and Promoter's representative;
– Athlete list of attendance;
– Report on the results of the Preliminary Inquiry;
– Drawing of lots;
– Technical aspects of the competition;
– Competition program;
– Lay out of the stadium and athletes' access to the facilities;
– Training schedule;
– Board and lodging;
– Meals;
– Transportation;
– Accreditation (ID cards and security procedures);
– Uniform distribution procedure;
– Media activities;
– Involvement of athletes in special promotional programs;
– Information on doping controls (when applicable) and court medical assistance;
– Ranking criteria;
– Prize money and bonus pool breakdown and payment procedure;
– Press interviews procedure and availability to be interviewed by the FIVB Highlights Crew (if any);
– Match protocol;
– Awarding ceremony protocol;
– Eventual side events;
– Reminder to athletes concerning the communication of their travel schedule to the Organizers of the next FIVB Beach Volleyball event(s) in the calendar;
– Information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
– Any other useful information;
– Any eventual communications from the FIVB to the athletes;
– Questions from the athletes.

An information kit, including general information about the tournament and the FIVB Regulations related to the event, must be distributed to all participating athletes.

– Conference room with sufficient capacity;
– Translator English/local language whenever required;
– Adequate sound system;
– Computer and printer to issue the Daily Bulletin;
– Urns for the drawing of lots with eggs containing the team names and country codes printed on paper;
– Board showing the first round of the draw;
– Blank bracket forms (same as the billboards) to be printed and distributed to the athletes immediately upon the conclusion of the draw;
– Court Assignment table;
– Printed official program;
– Billboard with competition brackets and court assignment table (positioned to be visible to all participants).

An information kit including general information about the tournament and the FIVB Regulations related to international participation and social activities must be distributed to athletes along with the following items if possible:

– Participating teams/countries;
– Athletes' eligibility;
– Accreditations;
– Regulations related to coaches;
– Regulations related to team physiotherapists;
– Sanctions and withdrawals;
– Prize Money and Bonus Pool payment procedure and breakdown;
– FIVB Entry/Seeding Points;
– Competition schedule and program;
– Stadium and facilities layout;
– Specific competition regulations for all participants;
– Information on board and lodging;
– Information on meals;
– Information on medical services and doping controls, if any;
– Information on transportation for officials, referees, heads of delegation, athletes, Organizing Committee members and, if possible, FIVB Sponsors and partners as well as media representatives;
– Uniform distribution procedures;
– Protocol for the awarding ceremony;
– Organizing Committee members (BVB/05 form);
– Useful telephone and fax numbers (hotels, Organizing Committee, stadium, event office, Embassies, etc.).
– Tourist information including city maps;
– List of the tournament's sponsors;
– Name of the Host TV Broadcaster;
– Insurance;
– Other useful information;
– Etc.

An efficient medical service is indispensable to preserve the health of the athletes

3.8 Medical Services and Controls

A. Medical Assistance

Please refer to the FIVB Medical Regulations in force.
During the competition, Organizers must provide medical assistance for athletes, including:

- A medical services area at the venue with at least two doctors on duty whenever there is a training session or during the competition;
  1. The FIVB believes that it is vital that its athletes are aware of their rights when it comes to Anti-Doping. Therefore the FIVB develops, maintains and distributes an Anti-Doping education program. An interactive online learning tool called "We play it clean!" which educates athletes on their rights and responsibilities, as well as giving recommendations on healthy lifestyle practices aimed at averting them from doping, is available. Athletes, who successfully complete this education program will be awarded an Anti-Doping certificate.
  2. Athletes who want to enter in an FIVB Beach Volleyball event (FIVB World Tour Grand Slam, FIVB Open and FIVB World Championships (Underage and Senior)) must acquire an Anti-Doping certificate first.
  3. The FIVB Anti-Doping education program can be accessed at www.fivb.org/RealWinner/.
- For events with more than one venue, it is required to have at least one doctor and one physiotherapist available at all courts;
- A doctor on 24-hour duty at the athletes' hotel with necessary first aid medical supplies;
- Assigning hospitals near the venue for emergency specialist care and hospitalization, if needed;
- Massage room with at least 2 physiotherapists for single gender events and 4 physiotherapists for double gender events located close to the athletes' lounge;
- An ambulance equipped for advanced cardiopulmonary resuscitation (including defibrillator) must always be available, parked as close as possible to the venue, on the same side as the medical area.
- First aid room at the venue with a doctor on duty (the first aid room must be equipped with all necessary instruments and medicine);
- Tables for first aid as close as possible to the playing area with a red cross sign and a doctor on duty;
- Immediate medical assistance to be provided to the athletes on court whenever a medical time-out is called.

The first aid and ambulance service must also be available to help officials, referees, heads of delegation, spectators, Organizing Committee members, FIVB Sponsors and partners, as well as media representatives whenever needed.

B. Anti-doping

All athletes are subject to in-competition testing by the FIVB, the athlete's national federation, and any other anti-doping organization authorized for testing at the FIVB Beach Volleyball event in which they participate under the World Anti-Doping Code. All athletes are also subject to out-of-competition testing at any time or place, with or without advance notice, by the FIVB, WADA, the athlete's national federation, the athlete's national anti-doping organization, or the IOC during the Olympic Games. All controls must strictly follow the FIVB Medical Regulations and World Anti-Doping Code. The procedures for anti-doping controls are detailed in the FIVB Medical Regulations. The controls should, whenever possible, be conducted under the supervision of the FIVB Medical Delegate and/or the FIVB Technical Supervisor.
As specified in the FIVB Medical Regulations, the FIVB has adopted the World Anti-Doping Code and the WADA List of Prohibited Substances. Note that this list is not exhaustive and is intended to serve only as an example of the types of substances and methods that are restricted. Any modification of the Prohibited List by WADA becomes effective for all FIVB purposes three months after publication by WADA without requiring any further action by the FIVB. The Code and Prohibited List in force are available online at the FIVB and WADA websites (www.wada-ama.org).
Before the start of the season, the FIVB Beach Volleyball Department must collect from the participants a valid Health Certificate for the season.
The in-competition schedule is decided by the Medical Commission President, and the FIVB Medical Department. The FIVB Medical Department will make all necessary arrangements with the national anti-doping agency (or other appropriate agency) to conduct testing on behalf of the FIVB, and organize appropriate staff on site and the equipment required for testing according to the anti-doping test plan for the event. The appropriate time to sign this agreement is at least 60 days prior to the event.

During the competition, anti-doping controls are performed according to a schedule that is agreed upon by the FIVB Medical Delegate and the FIVB Technical Supervisor. Athletes are normally tested only after their last match of the day. However, athletes may be selected for doping control at any moment of the day and the FIVB Medical Delegate can decide to submit one or several extra athletes for testing at any time during the tournament. This includes athletes withdrawing from the competition. If a team withdraws from a match because of injury or illness or for other reasons, both athletes must report to the scorers' table to be available for doping control. Failure to report may be prosecuted as a missed test.
The routine selection of athletes from a chosen match should be performed by a drawing of lots immediately upon conclusion of the match, usually by the team captain. However, the drawing of lots may also be undertaken by the Medical Delegate or by an authorized member of the doping control team under the Medical Delegate's supervision. Athletes are not allowed to leave the court area until the draw has been completed.
Sanctions for a positive case will be applied according to the FIVB Medical Regulations.

C. Heat Prevention Measures

The FIVB Heat Stress Monitoring Protocol consists of three elements; 1) Wet Bulb Globe Temperature (WBGT) measurements on center court during all FIVB Beach Volleyball events, 2) Continuous data collection covering all events, and 3) systematic recording of any heat-related medical forfeits at FIVB Beach Volleyball events. The data collection and reporting is the responsibility of the FIVB Referee Delegate (and FIVB Medical Delegate, if present).

WBGT Measurements

Temperature measurements are to be taken on the center court 5 minutes before the start of each game in front of the scorers' table, approximately 1.5m above the sand level. If the scorers' table is in the shade, the measurement must be made in a sunny area closer to the court or even on the court. No measurements are necessary from the outside courts.

The measurements are to be taken by a reserve referee (or the referee from the previous match). The data collection procedures must be outlined at the referee clinic before each tournament.

The following data should be recorded on the Heat Stress Monitoring Form: Wet Bulb Globe Temperature (WBGT), Air Temperature (TA), Black Globe Temperature (TG) and Relative Humidity (RH).

The data are recorded using a Heat Stress WBGT Meter (Model HT30, Extech Technology). Please see the User's Manual for detailed instructions on how to operate the meter. It is important to note the following important points: First, the protective sliding cover must be open to allow air (wind) to flow through the meter. Second, the meter should always be set to outside (OUT) mode, regardless if there is direct sun exposure or not. The alarm settings should be disabled by setting it to the maximum limit.

WBGT Data Reporting

An Excel reporting file has been created to enter the data collected. Printouts are made of each of daily Heat Stress Monitoring Form and these forms are used on center court to enter the data collected. Daily averages and peak values will be calculated automatically. Printouts are made from the Excel file each day to be checked and signed by the Referee Delegate (or Medical Delegate, if present) against the original paper record.

Recording of heat-related medical forfeits

On the occurrence of a medical forfeit, the injured athlete is asked by the referee if this is due to heat exhaustion and/or dehydration. If this is the case, the athlete is also asked, if he/she has suffered from diarrhea during the past five days. The Referee Delegate is then responsible for including it in the reporting file.

At the end of the tournament

It is the Technical Supervisor's responsibility to send the signed printouts to the FIVB along with score sheets and other information after the event. The Referee Delegate is responsible for sending the Excel file with all data to the Commission member concerned, Mr. José Casanova (jcasanova@netmadeira.com) and to the FIVB Medical Commission's member in charge of the "FIVB Heat Illness Surveillance", Dr. Roald Bahr (roald.bahr@nih.no).

In case of high heat and/or humidity

The weather must not present any danger of injury to the athletes. FIVB Beach Volleyball events are regularly played in conditions of high heat and humidity, which may pose a risk of dehydration and heat exhaustion. Decisions regarding suitability of the on court conditions for the competition should be made based on the WBGT. Careful consideration should be given regarding continuing play if the WBGT index exceeds 31. Whenever the prevailing weather conditions indicate that the WBGT index will exceed 31, the following measures should be considered by the FIVB Technical Supervisor, in consultation with the FIVB Medical Delegate (if present) and the FIVB Referee Delegate:

- To schedule matches in the morning and the evening to avoid the heat of the middle of the day
- To permit quick water breaks at side changes
- To increase the time between rallies from 12 sec to 15 sec
- To assign an extra technical time-out when the sum of points scored by the teams equals 42 points
- To require electrolyte rehydration fluids to be available (not just water)

Before the start of the season, athletes should be informed of the importance of becoming acclimatized to heat and humidity through training, including methods of maintaining sufficient hydration levels. It should be emphasized that tournament medical personnel must be competent and equipped for the treatment of heat illness, including intravenous treatment. However, if emergency intravenous treatment is implemented, the athlete should be transferred to hospital for further assessment and treatment. Athletes requiring intravenous treatment must withdraw from further play in the same event.

D. Insurance

All athletes must have their own liability and medical insurance. The FIVB is not responsible for any medical expenses incurred while competing in a tournament.

E. Alcohol Tests for Referees and Auxiliary Officials

During the competition, the FIVB will be entitled to randomly select Referees and Auxiliary Officials to undergo alcohol tests at any given moment before each session. The medical control for the Referees and the Auxiliary Officials must be performed at each event in a separate room (if possible in the referee's locker room). It is the responsibility of the organizers to provide the test device, such as an electronic breathalyzer, as well as any disposable equipment needed to perform at least 30 tests during the competition. The alcohol tests are run by the Medical Director of the tournament under the supervision of the FIVB Medical Delegate (if present). However, in case the FIVB Medical Delegate is absent, the Medical Director of the tournament will run the daily alcohol test procedure.

Access to the venue at the FIVB SWATCH World Tour Beijing Grand Slam

3.9 Security and Accreditation

A. Security

The FIVB requires each promoter to correctly implement all necessary security measures to ensure the protection and safety of the FIVB President (when visiting the event), FIVB Officials, referees, heads of delegation, athletes, spectators, Organizing Committee members, FIVB Sponsors and partners, media representatives etc. at the venue and at the official hotels. The Technical Supervisor must check that before the start of each event, the local authorities have been informed by the Promoter about the need to secure the venue and the hotel with a dedicated task force. The security staff hired by the Promoter is responsible for implementing the best possible security arrangements and facilities at the site before, during, and after the event.

The Promoter must inform the local police well in advance about the event in order to successfully plan for any security and/or traffic problems at the venue and the parking site. A strict policy must be implemented from the first day of the competition to regulate the flow of the public in the restricted areas. Security personnel must also be present in sufficient numbers at the venue car park, entrance and other areas to maintain order and guarantee assistance, surveillance, and adequate security. The security staff must be professional and well trained, and must be on duty at least one hour before the start of each competition each day. A security meeting should be held at the end of each competition day between the security staff and the Promoter's representative to discuss and fix any possible problems.

Security measures should also be put in place to protect the security of sponsors' signage and FIVB Sponsor's material.

All security people must be identified by uniforms differing from those of the other Organizing Committee members, technical personnel or court personnel, in order to be easily identified and to facilitate their intervention whenever needed.

The people managing the different areas must be familiar with the various accreditation categories and the numbering system of the stands in the stadium. A walkie-talkie system must be used to intervene in case of contingency.

Finally, the necessary security measures must also be studied and arranged in due time to stop spectators from entering the playing area at the end of the final match, as well as during the awarding ceremony.

Access to the stadium at the FIVB SWATCH World Tour Brasilia Open

B. Accreditation System

Organizers must provide the FIVB President (when required), FIVB Sponsors (as per agreement), FIVB Officials, referees, heads of delegation, athletes (Qualification Tournament and Main Draw), spectators, Organizing Committee members, staff, FIVB partners, media representatives, athletes' coaches, physiotherapists, VIPs, guests, technical staff, court personnel, volunteers, medical staff, journalists, etc. with an official ID card and ensure that only people with appropriate accreditation are allowed access to certain areas of the venue. An accreditation plan must be developed by the Promoter with regard to seating and parking availability. It is very important to clearly indicate the different areas covered by various categories of accreditations and issue ad hoc cards/tickets. A well identified and efficient accreditation service area should be set up at the stadium and, if possible, at the hotel.

ID cards are also needed for the bleachers section reserved for athletes taking part in the Qualification Tournament, guests, family members etc. The Promoter must provide vests to all accredited photographers and TV crew authorized to access reserved court areas and all court personnel must wear their official uniforms.
Individual photos with the name of the accredited person should, if possible, be included on the ID cards in order to prevent abuse of use of accreditations.
Promoters must grant the FIVB and each of its Sponsors the opportunity to purchase, if applicable and at face value, first class category tickets for each day of the event, provided that these tickets are granted or sold to the parties concerned for promotional purposes only and not for resale. Please refer to the Marketing chapter for FIVB requirements concerning the printing of accreditation cards and the printing of tickets.
The athlete's representatives must be provided with an accreditation granting them access to all areas to allow them to contact all necessary delegates from the FIVB and the event Promoter when necessary.

FIVB President Graça with the Brazilian athletes Pedro Cunha & Ricardo Santos

3.10 Protocol

The Protocol is the recognized system of international courtesy and conduct designed to create an awareness of and sensitivity to the necessary elements for the smooth and respectful handling of international guests. Guests must feel welcome, comfortable and safe during their stay. Therefore, Organizers should express courtesy in a universally understood manner.

A. Invitation of the FIVB President

The following guidelines must be carefully studied in situations where the Organizers wish to invite the FIVB President to attend their event:

1. The official invitation should come from the City Mayor, the National Federation or the Minister of Sport, and should be sent directly to the FIVB President.
2. The following protocol should be adhered to when issuing an official invitation:

- Information about travel and accommodation should be included, detailing the following:
  - Welcome of the FIVB President at the airport, including the name of the Organizing Committee member who will greet the President. This person should be knowledgeable about the organizational details of the event and will be responsible for accompanying the FIVB President during his stay;
  - Name, address, telephone and fax numbers of the best hotel in the city/town, equipped with a suite for two people (a well lit working area must be installed).
- Provide a proposed program of activities during the FIVB President's stay, which should include a courtesy visit to the highest authority in the country, a meeting with the President and the members of the Board of the National Federation, a meeting with Promoters, sponsors, Host TV Broadcasters, etc.;
- Ensure that a press conference is organized, preferably in the FIVB President's hotel or at the venue, and that the TV Host Broadcasters and international press agencies are invited and represented (a list of invited media should be submitted to the FIVB well in advance).

Organizers are asked to contact the President's Secretariat in Lausanne for any additional information before sending their invitation.

B. VIPs

1. Welcome

The Organizers must prepare a welcome note, as well as an event program, for the VIP guests to be delivered to their hotel prior to their arrival.

2. At the Stadium

Signs should clearly indicate the seating areas for VIPs, FIVB, sponsors, promoters, partners, etc.
The Promoter must provide space at the venue together with access to electricity, water and toilet installation facilities to enable the VIPs, FIVB, sponsors, promoters, partners, etc. to create hospitality areas for their invited guests and staff. The costs related to the decoration and operation of the infrastructure of the hospitality areas shall be the responsibility of the VIPs, FIVB, sponsors, promoters, partners, etc.
The VIP section must be tidy and equipped with chairs.
The area should be thoroughly monitored and inspected prior to the arrival of the guests in order to ensure that it is in good condition for the arrival of the guests. Organizers must appoint two people (one manager and one assistant) to welcome VIPs, FIVB, sponsors, promoters, partners, etc. and to show them to their seats.
The Promoter must install tables and chairs in the hospitality area to allow VIPs, FIVB, sponsors, promoters, partners, etc. to sit while eating. Hospitality areas providing food and drinks during the matches must be clean at all times. One VIP table must be prepared with a table cloth and napkins to allow the highest authority to invite prestigious VIP guests. Two additional staff members should be in charge of the catering table and ensure the highest standards of hygiene. Two assistants can also be assigned to clean up the VIP stands and remove all bottles, glasses and dirty dishes.

3. Side Events

If an authority or sponsor decides to organize a reception or a party, Promoters must determine a VIP guest list in advance. The VIP area officer is required to inform the invited guests and the FIVB representatives attending the event at least two days in advance. The authority or sponsor offering the reception or party must welcome the VIP guests at the entrance of the venue where the event is taking place. The PR Director must inform the VIP guests about the dress code (formal, business or informal attire).

C. Official Opening of the Event

Opening ceremonies are not mandatory for FIVB Beach Volleyball events. Nevertheless, a welcoming cocktail party could be organized the day before the start of the competition (e.g. after the end of the Technical Meeting) for the FIVB President (when attending), FIVB Officials, referees, heads of delegation, athletes, spectators, Organizing Committee members, FIVB Sponsors and partners, media representatives, local authorities, etc.

3.11 Awarding Ceremony

The awarding ceremony is part of each FIVB Beach Volleyball event and it must be organized in accordance with the procedure featured in this section.
The awarding ceremony creates a memorable and magical moment that can be shared by athletes, spectators, officials, media, sponsors, celebrities, volunteers, etc., and can serve to celebrate the winning teams and the end of the event itself.
The preparation for the awarding ceremony should not be underestimated and all elements listed below are important for implementing a successful end of an event.
It is critical that each person playing a role in the awarding ceremony is aware of all of the details of his/her responsibilities and the exact timing of his/her involvement in the ceremony.
It is strongly recommended to produce a schedule well in advance, (including a final version customized with the names of the dignitaries and athletes after the final rally), as well as a layout of awarding ceremony area to be circulated to the key people involved, such as the Master of ceremonies, chief of protocol, Technical Supervisor, Tournament Director, TV coordinator, Media Operations Delegate, Official Photographer, Media Operations Director, announcers, hostesses, and so on. This written schedule should also include the script for the announcer.

The schedule and materials used for the awarding ceremonies must be organized in accordance with the FIVB Regulations and presented well in advance to the FIVB Technical Supervisor for his/her approval. The Technical Supervisor must check before the start of the competition that all materials are available and duly stored in a secured facility at the venue.
It is also the responsibility of the Technical Supervisor to check well in advance of the rehearsal the layout of the court including all materials and personnel.
It is also his/her responsibility to agree with the Tournament Director the list of dignitaries required to participate in the awarding ceremony.

A plan detailing that actions of each person involved from the end of the final match until the end of the awarding ceremony should be carefully drawn up and submitted in advance for approval by the FIVB Technical Supervisor.

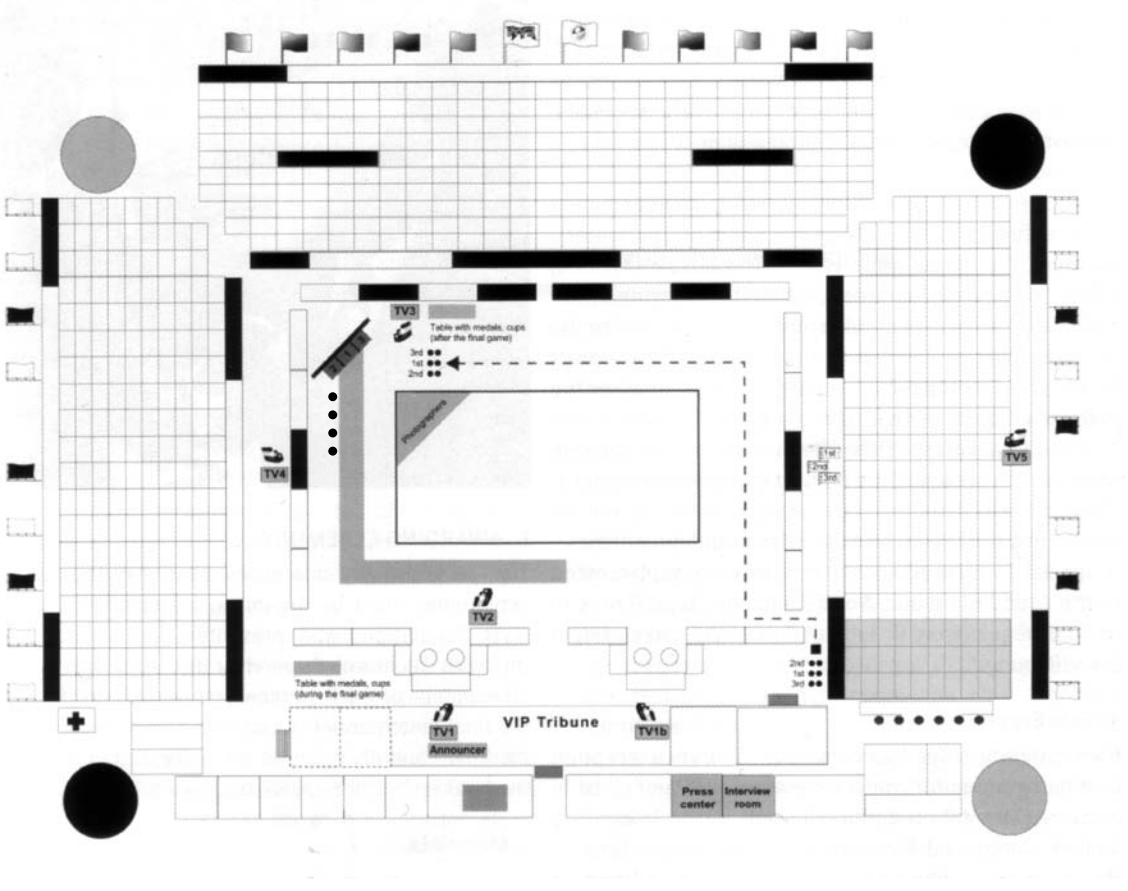
A. Material

The materials listed below are necessary for the smooth implementation of the awarding ceremony:
– 1 awarding ceremony backdrop.
– 2 red carpets (one 3m x 18m, one 5m x 2m);
– 3 podiums as follows:
  – Podium No. 1 at the center (for team finishing in 1st place), 1.50m long x 0.60m wide x 0.70m high;
  – Podium No. 2 to the left of the center podium (for the team finishing in 2nd place), 1.50m x 0.60m x 0.55m high;
  – Podium No. 3 to the right of the center podium (for the team finishing in 3rd place), 1.50m x 0.60m x 0.40m high;
– 3 poles of a minimum of 8m high each (or mobile hangers) for the winners' flags, outside the competition area and no further than the axis of the court. These poles should be different from the ones used for the FIVB Beach Volleyball event's flag, FIVB Flag, Eco Flag, and the country flags, and should be placed on the side of the court, preferably midway.

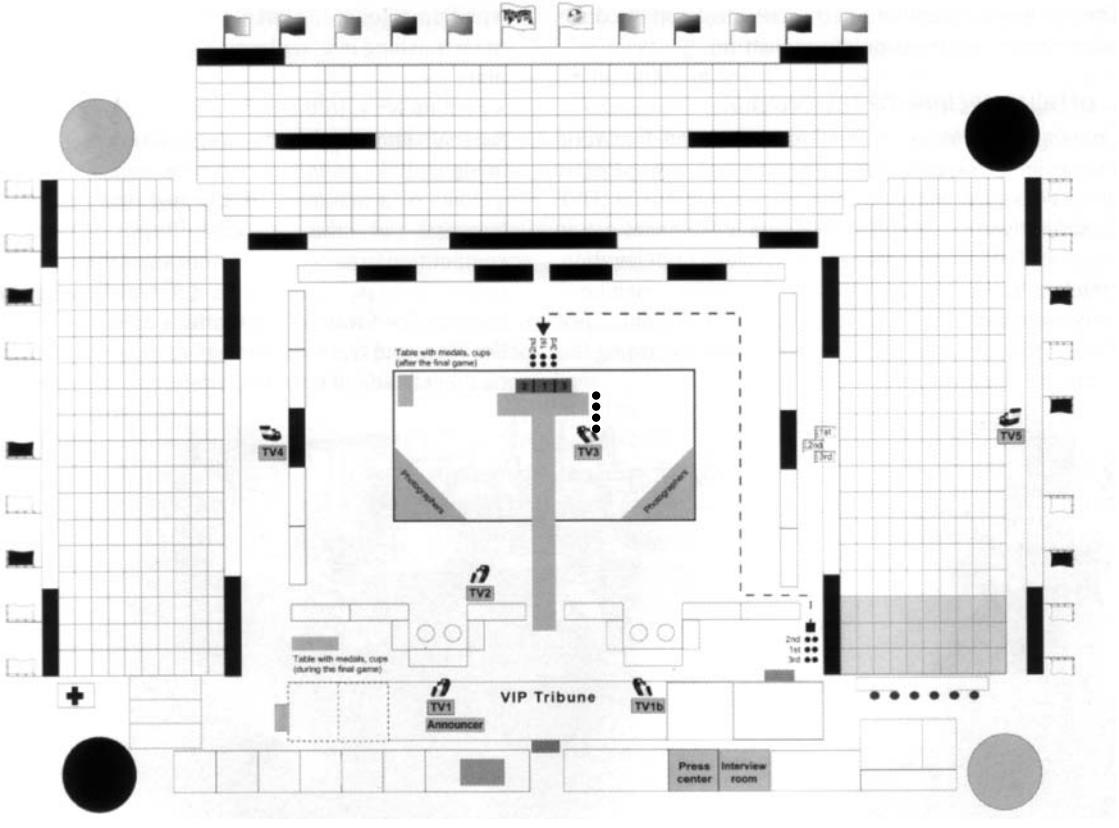
The use of removable poles that can be set up in a few minutes just before the end of the gold medal match is recommended to avoid blocking the view of spectators, photographers, HTVB, etc. during the matches.

– Two or three flags (same size) available for the top Beach Volleyball nations (e.g. Brazil, USA, Germany, China, Switzerland);
– A complete set of medals for the winners (2 gold, 2 silver and 2 bronze per gender) provided by the FIVB;
– A trophy to be presented to the athlete voted best player at the event;

Awarding Ceremony with backdrop – option 1 (full surface) for all FIVB Beach Volleyball Open events



Awarding Ceremony with backdrop – option 2 and 3 (with a frame) or without any backdrop (FIVB Beach Volleyball World Tour Grand Slam)



Official Awarding Ceremony in Moscow

- 3 cheques containing the prize money amounts for the three teams;
- The awards table and the necessary cushions or trays to display and present the medals;
- The cup for the winners and the trophy cups for the 2nd and 3rd place teams (whenever awarded) offered by local sponsors or Organizers;

In case Organizers decide to award cups/trophies to the first ranked teams, Organizers must then supply 2 units per team (one for each athlete). The name of both athletes may be engraved on the plaques at a later stage.

- Any other eventual cups or trophies offered by the city, promoters, local sponsors, etc.;
- 3 bottles of champagne (if any).
- The national anthem of the winning team;
- The FIVB anthem;
- The national flags of the first three teams (3m x 2m horizontal or vertical according to the system used);
- 3 name boards (0.70m x 0.30m) with the name of the country of the winning teams (letters minimum 10cm high) for the parade;
- The necessary uniforms for all persons involved (hostesses, medal carriers, etc.);
- A set of clean athletes' tank tops/tops for the top 3 teams of the same colors as the ones used for the final games;
- A raised platform with microphones connected to a public speaker system;
- One table (2m x 1m) to display the cups and/or trophies and the medals;
- Rope and poles to cordon off the photographers' area;
- The official backdrop with the FIVB Beach Volleyball Title, logo and Tournament Title and its supporting structure;
- The form designating the dignitaries;
- Possibly one orchestra (or fanfare/music) plus appropriate musical recordings;
- Walkie-talkie with earphone for the key staff members such as the Master of Ceremonies, Assistant Master of Ceremonies, Technical Supervisor and the Court Manager to facilitate coordination of the awarding ceremony schedule.

The FIVB President or his representative designates the officials or guests who will present the awards prior to the start of the semi-final matches. He may ask, if he wishes, governmental or other personalities to accompany him in awarding the prizes.

B. The Personnel

The following personnel are needed:
- One experienced Master of Ceremonies with perfect command of English and the language of the host country;
- An announcer able to speak English and the host country language;
- Three name board carriers;
- Minimum four hostesses (ideally 6) trained to carry and present the cups and/or trophies and the cushions or trays holding the medals;
- Honorary platoon to maneuver the flags;
- One professionally trained chief of protocol to guide and coordinate the various dignitaries in their movements during the ceremony, as well as an assistant chief of protocol to be in charge of the medal bearers;
- The Court Manager and at least 8 additional staff assisting him/her to quickly remove the sport equipment such as the net poles, padding, net camera, referee chair, etc. and set up the carpets, podium, backdrop, table, etc.;
- Security staff responsible for ensuring that photographers and authorized hand held TV cameramen stay within their restricted area;
- One person for each team (3 in total) responsible for directing the 3 winning teams to the holding and for providing them with the new tops to be worn during the ceremony;
- The mascot;
- The dancers to entertain the spectators while the court manager and his assistant are setting up all materials.

Note:
Officials, Staff and volunteers may be allowed to line up around the competition area.

C. Rehearsal

The relevant personnel must perform a full rehearsal the day preceding the awarding ceremony. All personnel listed above should be involved, as well as the FIVB Technical Supervisor, FIVB TV Coordinator and the director designated by the Host TV Broadcaster. Reserve personnel for each function must also be trained as back up staff in case of any last minute contingencies. Organizers should inform the teams concerned about their role the day before the finals and arrange rehearsals with the relevant personnel to ensure that the ceremony is run according to the previously prepared schedule. Participation at the awarding ceremony is compulsory and sanctions will be given by the FIVB to teams arriving late or leaving the host city without authorization in writing from the FIVB.
All options for the anthems must be prepared in advance (lasting between 1 minute and 1 minute 30 seconds) and the hoisting of the flags must be rehearsed at least one day before the awarding ceremony.

D. Awarding Ceremony

The awarding ceremony takes place in the stadium immediately after the last whistle of the final match.

1. Before the Final Match(es):

- PR Director checks that all the necessary materials are ready;
- Court Manager ensures that the necessary personnel are ready to dismantle the equipment and put the various elements of the awarding ceremony in place;
- Assistant to the PR Director checks the flags, awards, cups, trophies, cushions, etc. with the hostesses;
- FIVB Technical Supervisor checks the availability of clean tank tops/tops for the athletes of the three teams;
- Court Manager checks that the masts (or mobile hangers) are in the right position and work properly;
- PR Director checks with the FIVB President (or with the FIVB Technical Supervisor if the President is not attending the event) the list of the dignitaries invited to present the awards and verifies their respective tasks. He then ensures that the announcer receives this list.

The FIVB President or the FIVB Technical Supervisor, in agreement with the National Federation Delegate and the Tournament Director, designates the officials or guests responsible for presenting the awards (BVB/32 form). Priority must be given to the FIVB President, Governmental authorities, hosting city representatives, sponsors, etc. The FIVB President may ask governmental authorities or other personalities to accompany him to award the prizes.

2. Immediately after the Gold Medal Match:

Immediately after the Gold Medal Match whistle is blown and the athletes leave the playing area, the announcer informs the audience through the sound system that the awarding ceremony is about to take place and asks spectators to remain in their seats.

The technical area staff (composed of the Court Manager and his assistants) implement the following actions:

- Dismantle and remove poles, net, referee's chair and umbrellas in the time-out areas;
- Open a passage, if necessary, by spreading out (without removing) some advertising panels;
- Position the red carpets and the three podiums as per the layout plan, facing the VIP tribune as follows: podium No.1 in the middle, podium No.2 to its left, podium No.3 to its right;
- Position the table on which medals, trophies, and individuals awards are displayed;
- Set up the 3 poles if not already in place;
- Arrange ropes to define the area reserved for photographers;
- Install and equip the area reserved for orchestra or fanfare, if any;
- Lower the ropes of the masts in order to properly fix the flags (or lower the mobile hangers to a reachable height).
- The security staff members take their position in the photographers' restricted area. The photographers are then allowed to take their places;
- The photographers take their position;
- An honorary platoon (or members of the organizing committee) makes its entrance and fixes the flags of the first three countries at the foot of the three masts as follows: (a) flag of the first placed team in the center (highest mast), (b) flag of the second placed team to the right of the winners' podium, (c) flag of the third placed team to the left of the winners' podium;
- The hostesses in uniform make their entrance and take their previously designated position near the awards table. They then wait to hand the awards to the dignitary assigned to present them;
- The name board carriers of the winning teams assemble at the entrance, out of public view;
- The athletes of the 3 winning teams march in and line up behind the name board carrier of their country according to the order of their respective podium positions, in an area with direct access to the court;
- The dignitaries march in and stop on the red carpet to the side of the podium.

The athletes must wear clean tank tops/tops and no accessories or uniform items other than those authorized for the competition must be worn, with the exception of the athlete's own country flag.

Awarding Ceremony in Myslowice

3. Start of the Official Ceremony:

The Master of Ceremonies checks that all personnel, athletes, dignitaries, etc. and the materials are all in place.
If everything is ready he/she authorizes the start of the ceremony. Throughout the whole presentation, the chief of protocol remains on the red carpet with the other VIPs so that he can verify that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and proceed to their places in time without delaying the ceremony.

End of Final Match Announcement:

"Ladies and Gentlemen,
Please remain in your seats; we will shortly begin the Awards and Closing Ceremony for the FIVB Beach Volleyball World Tour Grand Slam + Year + *Tournament Title*".

"Ladies and Gentlemen,
Please remain in your seats; we will shortly begin the Awards and Closing Ceremony for the FIVB Beach Volleyball Open + Year + *Tournament Title*".

– Teams return to locker rooms for changing uniforms.
– On court staff to set up the Closing Ceremony court layout.
– Entrance of the entertainment group and photographers with the guidance of the photo marshall.
– Positioning and short briefing of the Authorities that will take part in the ceremony.

START OF THE OFFICIAL CEREMONY

– Short Fanfare (CD) (15 sec.) or FIVB official anthem start to be played.

The official speaker announces the start of the ceremony in the language of the host country and in English:

– Closing and awards ceremonies of the FIVB Beach Volleyball World Tour Grand Slam or FIVB Beach Volleyball Open + Year + Tournament Title organized by the Name of the promoter's company and hosting NF.

The FIVB President or his/her representative or the guest of honor, the President of the Organizing Committee and any other VIPs appear, led by the chief of protocol, and line up on the red carpet (including all VIPs presenting an award, also for individual prizes).

– March music CD to be played

The country name board carrier, flag bearer and athletes (headed by the captain) of each of the first three teams (no officials, no coaches) make their entrance and take position behind their respective podiums.

The official speaker makes the following announcements in the language of the host country, then in English
– FIVB Beach Volleyball World Tour Grand Slam or FIVB Beach Volleyball Open + Year (Tournament Title_____) Third place and bronze medal winner is: _____.
– 3rd place team step onto the podium.
– The Silver plate (or cups or trophies) and the medals will be presented by _____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the Silver plate and bronze medals approaches the designated person and accompanies him to the front left side of podium 3 (team captain). The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any.

The dignitary accompanying the President may then give the cheques and any other prizes.

Once the distribution of the third place medals is finished, the VIPs and hostesses return to their original positions.

The official speaker announces:
– FIVB Beach Volleyball World Tour Grand Slam or FIVB Beach Volleyball Open + Year (Tournament Title_____) silver medal winner is: _____.
– 2nd place team step onto the podium.

– The Silver plate (or cups or trophies) and the medals will be presented by:_____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the silver plates (or cups) and silver medals approaches the designated person and accompanies him to the front left side of podium 2. The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any.

The dignitary accompanying the President may then give the cheques and any eventual prize.

Once the distribution of the second place medals is finished, the VIPs and hostesses return to their original positions.

The official speaker announces:

– Awards and Closing Ceremony for the FIVB Beach Volleyball World Tour Grand Slam or FIVB Beach Volleyball Open – Tournament Title in _____.
– FIVB World Tour Grand Slam or FIVB Beach Volleyball Open + Year Champion and Gold medal: _____.
– 1st place team step onto the podium.

The FIVB World Tour Grand Slam or FIVB Beach Volleyball Open + Year Champion – (Tournament Title_____) Trophy and medals, will be presented by the FIVB President Graça, (whenever attending an event) accompanied by _____.

– The winner's cup and the medals will be presented by the FIVB President Graça:_____, accompanied by Messrs.' _____ (names and titles).

While the official speaker makes the presentations, the hostesses bearing the cups and gold medals approach FIVB President Graça and accompanies him to the front left side of podium 1, accompanied by another VIP (if any), who takes up position on his right. FIVB President Graça presents the athletes with the 2 cups and gold medals, following which he returns to his initial position.

The dignitary accompanying the President may then give the cheques and any other prizes.

Once the distribution of the first place medals is finished, the VIPs and hostesses return to their original positions.

Throughout the whole presentation, the chief of protocol remains standing on the red carpet with the other VIPs, so he can verify that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and return to their places in time without delaying the ceremony.

Award Ceremony of the best individual athlete:
– Short Fanfare (CD).

The speaker announces:
– Award ceremony of the Best Player.
– Best athlete: Name_____, from_____.
– The Award will be presented by_____.

The person designated comes with the hostess bearing the award and presents the prize to the athlete.

The official speaker continues:

The person designated comes with the hostess bearing the award and presents the prize to the athlete.

The official speaker continues:
– Fastest Server: _____ from _____.
– The Award will be presented by _____.

After the award of the fastest server a short session of pictures takes place firstly with athletes and dignitaries, followed by athletes only. After a few moments when the dignitaries have left the court all athletes may open the bottle of champagne and still remain on the podium for some pictures. Then they can step down from the podium and eventually make a complete tour of the court.

The chief of protocol will invite the dignitaries to make pictures standing in front of the podium. After 20/30 seconds the dignitaries are invited to leave the area.

The official speaker asks the spectators to stand up for the anthem of the winning team:
– Ladies and Gentlemen, please rise for the playing of the National Anthem of _____.

The national anthem of the winning team is played, while the flags of the first three teams are hoisted to the top of the poles. The flag of the winner must be hoisted higher than the two other flags. The athletes must remove their caps and face the flags during the anthem.

– Playing of the Champions' National Anthem.
– Hoisting of the 3 flags.
– After the playing of the Anthem the athletes salute the public.

This concludes the award and closing ceremony of the FIVB Beach Volleyball World Tour Grand Slam +Year. Or This concludes the award and closing ceremony of the FIVB Beach Volleyball Open + Year.

Thank you very much for your presence and we hope to see you again next year on... (date).

Only at this moment the photographers are allowed to operate freely.

On the completion of the photographs session, athletes may open the bottles of Champagne remaining on the podium for further pictures. The athletes are then allowed to walk freely around the court to greet the public, before leaving the area at their leisure.

iRL+, une impression qui tient plus le cap

Les IRL n'ont pas fini de faire bonne impression! D'autant **plus** avec leur nouvelle structure, leur nouvelle équipe et leur nouvelle identité **IRL+**. Dès à présent, vous pouvez compter sur un équipement **plus** récent, des moyens de production uniques en Suisse Romande, des conditions **plus** avantageuses et des partenaires **plus** motivés que jamais. Vous voulez déjà en savoir **plus**? Téléphonez à Alain Bassang, Philippe Delacuisine ou Kurt Eicher. À **plus**!

IRL+

Ce n'est pas qu'une impression

+ de compétences + proche + de savoir-faire

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